

Job Title: Coordinator, Community Programs
Department: Community Connections
Reports To: Sr. Manager, Community Programs

FLSA Status: Non-Exempt
Schedule: Full-Time
Prepared Date: May 2022

All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

Position Summary:

The Coordinator, Community Programs assists with the planning and implementation of community programs and events at the Stroum Jewish Community Center for families, adults, teens, and children. Reporting to the Senior Manager of Community Programs, the Coordinator will collaborate with several internal and external partners to plan and implement events and programs across the organization and within the community with the goal of fostering community and connection.

Essential Duties and Responsibilities:

- Under the direction of the Senior Manager of Community Programs, assists with the planning and implementation of community programs and events, including but not limited to: year-round Jewish holiday celebrations, Mitzvah Corps volunteer events, Tot Shabbat programming, and lifelong learning opportunities.
- Serves as a primary point of contact at sponsored events for attendees, community partners, and volunteers; answers questions and addresses potential event conflicts in a proactive and professional manner.
- Coordinates set-up and takedown activities at events.
- Coordinates volunteers for SJCC events and programs, including recruitment, scheduling, and background checks.
- Performs administrative tasks including ordering and organizing program supplies, reserving rooms and spaces, corresponding with volunteers, and scheduling events.
- Collaborates with colleagues and community partners to plan and implement programs and events.
- Responds to inquiries made via phone, in person and email regarding program and events, providing accurate and timely information.
- In collaboration with the Sr. Manager, Community Programs and Marketing Team, helps implement effective strategies to promote programs and recruit participants.
- Regularly performs work on weekends and evenings as needed.
- Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

- 1+ years relevant work experience
- Experience and intermediate skill level with Microsoft Word, Excel and Outlook

Knowledge, Skills, and Abilities:

- Excellent interpersonal skills; ability to work effectively and respectfully with people of all ages and backgrounds
- Excellent verbal and written communication skills
- Strong organizational skills
- Strong problem-solving skills
- Ability to manage ambiguity, and sequence objectives among competing priorities.
- Ability to work effectively both independently and as part of a team
- Ability to work weekends and evenings

Additional Employment Requirements:

- Satisfactorily pass a criminal background check
- Valid WA State drivers' license, reliable transportation, and personal automobile liability insurance
- Up-to-date with COVID-19 vaccinations, as defined by King County Public Health (employees may make requests for a reasonable accommodation in accordance with applicable laws)

Physical Demands and Work Environment

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent may occasionally be required to carry materials weighing up to 25 pounds.

Environmental Conditions: The work is performed in an office environment, with a moderate noise level, and in various indoor and outdoor locations (program dependent), where the noise level is moderate to loud and environmental conditions may include slippery surfaces, crowded areas, or working near moving parts (e.g. exercise equipment). Local travel is required.

SJCC is an Equal Opportunity Employer

At the SJCC, our mission is to create community spaces for all and to fulfill our obligation of **Tikkun Olam** – making the world a better place. We know that we cannot do this without providing inclusive opportunities for all and celebrating our differences. *As an equal opportunity employer, all qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, Veteran status, age, or any other characteristic protected by applicable law.*