

**FT Job Title:** Program Coordinator  
**Department:** Arts + Ideas  
**Reports To:** Director of Arts + Ideas and Festivals

**FLSA Status:** Non-Exempt  
**Schedule:** Full-Time  
**Prepared Date:** September 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 Arts + Ideas Program Coordinator assists with the planning and implementation of Arts + Ideas programs at the Stroum Jewish Community Center, including the Seattle Jewish Film Festival. Reporting to the Director of Arts + Ideas and Festivals, this position collaborates with internal colleagues and external partners to ensure programs run smoothly. The Program Coordinator plans, supports, and helps run events by excellently managing daily administrative and operational functions in support of departmental goals, budgets, and the SJCC's mission. The Coordinator will oversee box office operations and customer service, volunteer engagement and community outreach, and guest artist relations, and facilitate program planning and event operations. The Coordinator must be able to initiate and organize work, establish priorities in a time-sensitive environment, and meet deadlines with attention to detail and quality control.

### **Essential Duties and Responsibilities:**

- Supports the effective strategies, planning, and execution of Arts + Ideas programs and events.
- Acts as box office main contact for setup, inquiries, transactions, and reporting.
- Serves as staff lead for event setup and management.
- Organizes visiting guest itineraries and hospitality; communicates with guest representatives to facilitate positive experiences.
- Manages Arts + Ideas volunteer program, which includes volunteer database management, volunteer planning, recruitment, coordination, scheduling, orientation, event communications, background checks, and other administrative tasks.
- Helps ensure programs are adequately resourced with volunteers, tech hires, security, and staffing.
- Engages relevant community and outreach partners to sell tickets and reach potential audiences, and to enhance promotions and sponsorships.
- Maintains equipment inventories and maintains theater facility incident, repair and maintenance reports.
- Supports community partner fundraising efforts and sponsor benefits fulfillment.
- Manages administrative functions for the Arts + Ideas department, including but not limited to record-keeping, budget tracking, venue setup, talent scheduling, and event supply purchasing.
- Helps manage, plan, and coordinate assigned work within prescribed time frames, budgets, and funding parameters, including coordinating the Seattle Jewish Film Festival committee and program events.
- Coordinates with marketing for calendaring, community outreach and promotions.
- Supports administrative needs of the department, including submitting room reservations and budget tracking.
- Supports SJCC community-wide celebrations as needed.
- Provides stellar customer service and responds to inquiries regarding programs and events, providing accurate and timely information.
- Performs work on weekends and evenings as needed.
- Other duties as assigned.

### **Supervisory Responsibilities:**

This position does not have supervisory responsibilities.

**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:

3+ years' relevant work experience required; 2- or 4-year degree in a related field preferred.

Computer Skills:

Working knowledge of Microsoft Word, Excel, Outlook, and PowerPoint is required. Knowledge of Microsoft Teams and Photoshop preferred.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Additional Employment Requirements:**

- Satisfactorily pass a criminal background check.
- Valid WA State drivers' license, reliable transportation, and personal automobile liability insurance, if applicable.
- Fully vaccinated against COVID-19 (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 will carry materials (presentation) weighing up to 25 pounds when traveling on business.

Environmental Conditions: The work is typically performed in an office environment, with a moderate noise level. Occasional travel to other areas of the facility may be required, 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 may be 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, SJCC will consider all qualified applicants 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.*