



Strom Jewish Community Center Event and Program Coordinator

SJCC Vision: to be the Puget Sound's most open and welcoming community-centered Jewish organization.
SJCC Mission: to offer experiences that amplify profound Jewish connections for every generation.

Are you passionate about the arts and delivering events and programs that celebrate cultural awareness and understanding? Do you have excellent communication and organizational skills? If so, you might be the perfect candidate for the role of Event and Program Coordinator in our Arts + Ideas Department at the Strom Jewish Community Center.

As the Arts + Ideas Event and Program Coordinator, you will be responsible for planning and support promoting and producing arts and cultural programs. You will work closely with internal and external partners to ensure smooth delivery of community events throughout the year including speaker series with topical experts, authors, and chefs, live music, family and theater shows, and the annual Seattle Jewish Film Festival.

Some of the duties and responsibilities of an Event and Program Coordinator are to:

- Set up and manage box office operations, tech platforms, customer service and reporting for major events such as the Seattle Jewish Film Festival.
- Support content and talent curation by researching potential artists and films.
- Coordinate guest and artist relations and hospitality.
- Recruit, train, and supervise event volunteers.
- Engage community and outreach partners for promotions, audience development, and sponsorships.
- Maintain equipment inventories and theater standards.
- Upkeep administrative records and databases.

To be successful as an Event and Program Coordinator, you should have:

- A bachelor's degree in business, communication, marketing, public relations, or a related field AND at least 1 years of relevant work experience OR
- At least 3 years of related work experience.
- Excellent written and verbal communication skills.
- The ability to work independently and as part of a time.
- A customer-centric and collaborative attitude with a high level of empathy.
- The ability to sequence objectives among competing priorities.
- A creative and strategic mindset with strong problem-solving abilities.
- Availability to work on event nights and weekends, as needed.

Preferred skills include:

- Self-starter
- Excellent customer service
- Strong organizational tools
- Knowledge of project management tools and concepts
- Familiarity with ticketing and point-of-sale systems a plus
- Proficiency in Microsoft Word suite, especially PowerPoint
- Working knowledge of Teams, Zoom meeting running, and Photoshop helpful
- Comfort with ambiguity; not afraid to ask questions or for clarification
- Community-minded, creative collaborator

Compensation and Benefits Include:

- Generous Paid Time Off including paid vacation, sick leave, personal days, paid holidays (Federal and Jewish).
- Full Family SJCC Membership which includes gym, basketball court and pool.
- Discounts for camp, Early Childhood School tuition and other SJCC programming for you and your family.
- A 403(b) plan with employee contribution after two years.
- Healthcare and wellbeing benefits.
- Life and Long-Term Disability Insurance
- Washington State Pay Range: \$24.00/hour to \$28.00/hour
 - *Actual compensation within the pay range will be decided based on factors including but not limited to, skills relevant experience, and specific work location.*

SJCC is an Equal Opportunity Employer

Our vision is to be the Puget Sound's most open and welcoming community-centered Jewish organization. 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.*