



POSITION TITLE: Jewish Life & Learning/Seniors Program Coordinator

REPORTS TO: Program Director

CLASSIFICATION: Full Time/ Non-exempt

Position Summary:

The Jewish Life & Learning/Seniors Program Coordinator works collaboratively with staff/ teams in multiple areas of the UJFT/JCC to bolster opportunities for Jewish education and seniors programming experiences in our various communities. Working closely with the Program Director, this position promotes the advancement of the UJFT/JCC's Jewish education vision with meaningful comprehensive training, social programs and services to engage the varied populations of the community.

Primary Duties and Responsibilities:

- Develop, articulate and promote a dynamic and innovative program curriculum, recruitment and implementation process for JL & L.
- Evaluate current Jewish experiential education opportunities in the community and develop and execute new educational programming that serves constituents of all ages.
- Increase the overall visibility and presence of Jewish values and culture through programs for the UJFT/JCC community and its synagogues partners as well as through community outreach
- Collaborate with marketing to create and develop materials to publicize Jewish educational learning opportunities at the UJFT/JCC including social media management.
- Work with the Program Director to create an array of program offerings that build the UJFT reputation as a provider of excellence in content and instruction of JL & L, and implement the strategic vision.
- Develop and maintain key relationships with multiple partners.

- Serves as a resource to UJFT staff on Jewish values, culture, and holidays
 - Takes a leadership role collaborating with program staff to create celebratory and meaningful educational opportunities around Jewish holidays
 - Partner with staff and students to create pluralistic, inclusive, innovative Jewish education and programming on campus, engaging with and encouraging students to develop meaningful Jewish journeys and experiences.
 - Identify and address community areas in need or in search of Judaic educational, guidance and support.
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- Direct and manage the fiscal operation of Jewish Life & Learning through budget planning and management processes.
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- Participate in opportunities for professional growth and learning.
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- Responsible for budget, purchase requests, logistics, and the marketing plan for the Seniors events throughout the year.
 - Coordinating all logistics for the Senior Club lunches AND the holidays events for Rosh Hashanah lunch/activity, Hanukkah lunch/activity and the Passover Seder
 - Logistics and planning for the Senior computer classes, including program forms, securing the teacher, logistics, marketing
 - Coordinating logistics and room reservations for the Seniors book club, knitting club, current events club, cards clubs, Yiddish club, and other clubs and activities
 - Engaging Silver Sneakers members to participate in the clubs and Seniors' activities through marketing and personal interaction
 - Work with current and seek out new agency partners (within and outside of the JCC) to develop new opportunities for education and engagement with Seniors to include JCC Fitness, Jewish Family Service, and Beth Sholom Village as well as general community partners such as the FBI, local universities and more
 - Offer (and receive) training on health care for seniors and what to look for with regards to slight changes in behavior and the need for assistance
 - Research and write grant requests
 - Work with the United Way on programs and funding opportunities
 - Work with current donors of the Seniors programs with regards to requests and updates throughout the year (ie. Joe Fleischman fund through TJF)
 - Other duties as assigned

Requirements and Qualifications:

- Bachelor's degree from a four-year college or university in Jewish Studies or related discipline, preferred; 2 years' program planning experience
- Well-versed in Jewish culture with access to educational resources and topics
- An approachable, dynamic, engaging personality with outstanding interpersonal skills.
- A passion for Judaism and Jewish life.
- Strong intellectual capacity.
- The ability to engage and connect with multiple constituencies, including students, community leaders other campus professionals.
- Innovation and collaboration into all aspects of your work.
- Strong oral, written, and non-verbal communication skills, with particular talent for active listening.
- A strong work ethic and an ability to take risks and learn from situations when things don't turn out the way you thought they would.
- Ability to manage logistics and juggle various responsibilities at once.
- Skill and comfort in social media usage and a technology-rich environment
- Ability to give and receive guidance, constructive feedback, and support
- Ability to work flexible hours, needed to complete job requirements, including some nights, travel, weekends and holidays.
- Proficiency with Microsoft Word, Excel, PowerPoint, and Publisher

Disclaimer- This job description lists many of the duties and requirements of the position but is not all inclusive. Management reserves the right to alter this job description at its discretion.

The United Jewish Federation of Tidewater/Simon Family JCC is firmly committed to a policy of equal employment opportunity for all qualified persons without regard to race, color, religion, national origin, age, gender, sexual orientation, non-disqualifying disability or veteran status.