

Family Programs Coordinator

The Jewish Community Center of Greater Washington has an immediate opening for a part-time Family Programs Coordinator. This position reports to the Chief Program Officer. The Coordinator will be a highly-motivated, creative individual and an experienced program manager who will develop and execute Jewish engagement programming. S/he must have the drive and passion to connect and engage families into the community. We are looking for an individual who has the commitment and enthusiasm to deliver Jewish family programming in and around Montgomery County.

Coordinator will engage Jewish families with young children in meaningful Jewish experiences working in partnership with PJ Library through the Jewish Federation of Greater Washington. Connect families to other Jewish families in their geographic area as well as to the JCC brand. Working with other Washington, DC metro area organizations and businesses the Coordinator will create opportunities for enhanced involvement of loosely engaged Jewish in the Montgomery County community. This will be achieved primarily through coordination of JCCGW family programs that are co-branded with PJ Library.

Essential Functions of the Position:

- Create, execute and evaluate a minimum of three (3) events/programs per month: one (1) internal program in collaboration with a JCCGW department or division that will take place on campus; and two (2) external/off-site programs in conjunction with an outside business or agency and possibility in conjunction with a JCCGW department.
- Educate JCCGW staff on benefits of engagement and collaborative programming.
- Enhance existing JCC family programs and co-branding them with PJ Library (i.e. Book Festival, Character Brunch, ECPC MLK day).
- Collaborate and partner with secular and Jewish organizations and professionals working to serve loosely engaged Jews in Montgomery County, particularly as they relate to target populations.
- Maintain tracking system for new families that are added into the JCC database to see how/when they connect again with the JCC.
- Coordinate and facilitate regular "Family Programs Work Group" meetings with JCC staff that cater to families with young children (8 and under). Meetings will educate staff as to programs that are available, coordinate marketing efforts, brainstorm as necessary.
- Create and manage annual programming budget.
- Serve as the JCCGW liaison for JCCGW PJ programs to Jewish Federation of greater Washington and assist with *Advisory Board* creation.
- Cultivate new marketing opportunities.

Required:

- At least 5 years previous programming experience preferably with Jewish background.
- Knowledge of program delivery.
- Demonstrable experience engaging people in programming
- Bachelor's degree.

We are conveniently located near two Metro Red Line stations and have free on-site parking.

To be considered, please email resume, cover letter to jobs@jccgw.org