



RODEF SHALOM CONGREGATION

Title: Program Coordinator

Job Group Category: Part Time - average 20 hours per week

Reports to: Membership Director

General Position Summary:

The Program Coordinator (PC) works under the general direction of the Director of Membership with input from the Executive Director. They work independently to provide program development expertise to staff. The Program Coordinator is expected to execute and initiate routine tasks, as well as engage with staff, congregants and the general public on a regular basis.

The Program Coordinator is a vital member of the Rodef Shalom team. They develop and implement programs that align with Rodef Shalom's values, vision, mission and goals. They work collaboratively with the Jewish Life team, the Membership Director, and the Botanical Biblical Garden Director to assist with their programming plans. The PC works to ensure the successful completion of each program by participating in planning and implementation, providing guidance and expertise.

The following broad areas of programming represent the types of initiatives and activities that Rodef Shalom seeks to produce for the community.

- Adult Education/Text study
- Social/Cultural activities
- Holiday dinners and programs
- Social Action/Social Justice events
- Interfaith initiatives
- Community-based collaborations and partnerships
- Teen and Youth programs

Responsibilities:

- Execute successful implementation of programs tasks including, scheduling, budgeting, registration, publicity, logistics, and ensure availability of all necessary supplies, technology, and resources
- Lead a monthly program review and planning meeting
- In conjunction with the Communications and Marketing Director, plan and coordinate internal and external communications and publicity
- Organize and/or attend program-related committee and staff meetings

Qualifications:

- Three (3) years of program development experience.
- Work experience in a synagogue or Jewish organization and knowledge of Jewish rituals, practices and customs are highly desirable.
- Excellent organizational skills and attention to detail
- Demonstrated ability to work effectively and efficiently among competing priorities.
- Creative thinking

Compensation and Benefits:

This is a part-time non-exempt position with a salary of \$20,000 for 20 hours/week. Weekly schedule will be flexible, inclusive of evening, Shabbat and holiday programming. Paid sick time as relevant to Part Time employees. Eligible for 403b salary deferral after 1,000 worked hours. Free parking or bus pass provided.

Institutional Background:

Rodef Shalom Congregation was founded in 1856. Its storied history as one of the preeminent Reform congregations in North America is matched by its current standing in the Jewish community locally, nationally and globally as a progressive leader in defining Reform Jewish practice for the 21st century. Based upon the egalitarian and inclusive principles of Reform Judaism, Rodef Shalom Congregation is a house of worship for all people and a safe environment. We welcome all individuals and families to pray, learn, partake in social activities and join in social justice and social action initiatives as well as other congregational opportunities.

To Apply:

Send resume, cover letter, and sample program plan to human-resources@rodefshalom.org.

This position description reflects the general nature of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

May 2022