



Job Posting

The Jewish Community Center has an opening for a **Banot Program Coordinator** to join our Nishmah team. This nonexempt, part time position is approximately 25 hours per week. During the school year, there is programming on Sundays, typically twice per month, which this position supports as well as occasional evening or weekend events throughout the year.

Nishmah, a program of the St. Louis Jewish Community Center, inspires, engages, and supports Jewish women. Through inspirational programming, Nishmah brings together Jewish women of all ages and backgrounds to learn from each other, connect and form bonds through faith and friendship. Nishmah's Banot Programming tailors the organization's mission for young girls and boys in the community. Facilitated groups examine issues facing adolescents through a Jewish lens, and events for young girls and teen buddies celebrate Jewish traditions and culture. Nishmah is seeking a Banot Program Coordinator who is passionate about youth and, in particular, empowerment and leadership development for girls, teens, and young women.

Responsibilities:

- Oversees all youth programming within the Nishmah Department including but not limited to the following: Banot Board, Banot Buddies, Rosh Hodesh: It's a Girl Thing! and It's a Guy Thing!
- Runs Nishmah's Teen Banot Board, a leadership development program for girls in 9-12 grades that involves the teens in planning and implementing Banot Buddies events for girls in 2-4 grades.
- Works in partnership with Human Resources and the Director of Nishmah to screen, interview, hire and train group facilitators.
- Supervises group facilitators in program preparation and implementation, and interactions with participants and their families.
- Supports group facilitators by managing logistics such as program calendar, room reservations and setups, supplies, etc.
- Responsible for recruitment and retention of all program participants.
- Assists Director of Nishmah with departmental budget planning and grant writing as needed.
- Partners with agency's marketing department to create all recruitment and P.R. materials for youth programs.
- Collaborates with fellow agency colleagues and/or community organizations to create special events/programs as needed.
- Assists Director of Nishmah and Sharsheret Supports Coordinator as needed for annual signature events and/or other special events.
- Other duties as assigned by supervisor.

Qualifications:

- Bachelors degree in Jewish Studies, Jewish Education, Jewish Communal Services, Social Work or a related field or Bachelors degree with experience working in a related field is required.
- Masters degree in the above fields is preferred.
- Prior experience in youth program planning and management desired.
- Ability to relate to and communicate with youth and their families.
- Excellent written and verbal communication skills.
- Demonstrates ability to manage projects from conception to completion.
- Problem solver, independent worker, and one who takes initiative.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Proficient with social media platforms.

For additional information about the J and all that we do, please see our website, www.jcctl.org

To apply, please submit your cover letter and resume to careers@jcctl.org. Please be sure to indicate the position you are applying for in the subject line of your email, "Banot Program Coordinator". Our employment application is available for printing from the employment section of our website. Please note this is not an online fillable form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's EVerify program.