

The Jewish Community Center has an opening for **Program Coordinator, Jewish Arts and Cultural Festival** to join our Jewish programming team. This part-time 15-25 hours a week position is located at our Creve Coeur location and does require periodic travel within the local community. Weekly hours will increase leading up to the festival. Position is expected to reach completion in November 2018 after the post festival evaluation has occurred. This position is made possible thanks to funding from the Jewish Federation of St. Louis

Summary:

This role will have primary responsibility of planning a one day Jewish Arts and Culture Festival, sponsored by the St. Louis Jewish Federation, to take place in the beginning of October 2018 in a public St. Louis venue. The Jewish Arts and Culture Festival is a new biennial celebration of Jewish identity, featuring visual art exhibits, musical performances, food experiences and local community organizations. The cutting edge festival showcases the vibrancy of contemporary Jewish culture. Fostering community unity and pride, the inclusive fair atmosphere welcomes the entire St. Louis region.

Responsibilities:

- Assist in developing and then execute a work plan including timelines and deadlines to ensure event success
- Secure venue
- Help to build/organize and then lead volunteer steering committee and subcommittees (food, craft artists, stage entertainment, Jewish outreach/engagement, safety and security, marketing, volunteers) and help organize and attend all meetings
- Secure all necessary food, entertainment, craft artists, performers, tech, logistics, and other vendors for event and handle the necessary communication, contracts, insurance, vendor fees and other details associated with vendors within budget parameters
- Manage and adhere to event budget
- In collaboration with J's Marketing team, develop and produce all print and social media marketing and public relations materials required for the event
- Collaborate with all Jewish organizations and plan their involvement at the event
- Coordinate and help plan a security and safety plan for the event involving JCC and Jewish Federation security professionals
- Outreach to St. Louis arts organizations to help promote event
- Develop and implement an evaluation tool for event to gauge impact and solicit feedback for future planning
- Other tasks as assigned by supervisor.

Qualifications:

- Minimum of BA/BS
- Prior experience coordinating events, marketing programs, and working with volunteers/lay committees is required.
- Demonstrated ability to manage a project from conception to completion is required.

- Candidate must have a demonstrated ability to perform community outreach
- Prior experience working with volunteers or volunteer organizations is desired.
- Ability to provide exceptional customer service, to display a positive attitude, and to be tactful and courteous.
- Excellent written and oral communication and organizational skills.
- Must have demonstrated competency using Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Ability to delegate tasks and to manage shifting priorities.

To apply for this position, please submit your resume, cover letter, and completed J application to careers@jccstl.org . Please place the title of the position you are applying for in the subject line of your email. The J's application is available for printing from the employment section of our website. Note that this is not an online form.

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