



The Jewish Community Center is seeking a part time **Program Coordinator, Jewish Arts and Soul Project** to develop and manage a new menu of Jewish Arts and Soul programming at the J. Candidates must have the flexibility of schedule to work days, evenings, and weekends in support of programs and classes. The weekly schedule for this position is flexible and expected to be approximately 20 hours per week.

Summary

The J is undertaking a new initiative to target adults under aged 60 in innovative Jewish arts and soul programming thanks to a grant from the St. Louis Jewish Federation. Programs will occur two times on average per month and could consist of Jewish craft workshops (glass, wood, ceramic, canvas painting, fabric, etc), Jewish spiritual experiences (yoga, meditation, mindfulness, singing, drum circles, etc), Jewish parenting classes, and more. All programs will have a Jewish theme and focus and be taught by expert and qualified artists and teachers in their field some locally, and some from out of town. This new position will manage all logistical aspects of the implementation of this new project. These responsibilities include a broad array of tasks including program creation and scheduling, securing and hiring artists and teachers, marketing the program, working with a committee, recruiting students and assisting with registration and program evaluation.

Responsibilities

- Develop and implement two Jewish Arts and Soul programs each month according to project parameters
- Schedule programs as not to conflict with other major J or Jewish community programs
- Interview, hire, and work together with artist, teachers, and workshop leaders in planning for each program according to agency HR policies and guidelines
- Develop and staff a program committee of volunteers to help in the design of programming and to assist with promotion and recruitment of participants
- Assist with registration process together with Agency's Program Registrar
- Develop a tool for evaluation of each program by participants utilizing Agency survey tools.
- Together with J Marketing department develop and execute a marketing plan which includes posters, fliers, media releases (print, broadcast, social media, website, etc.), programs, web and print ads, e-blast etc. Oversee design, printing, production, and distribution. Manage related social media efforts in connection with programs.
- Manage and adhere to project budget. Submit check requests and invoices for payment following Agency protocol.
- Other duties as assigned by supervisor.

Qualifications

- BA/BS in related field required.
- Minimum two years professional experience in administration of arts, Jewish engagement programming or related programming required.
- Knowledge of Jewish ritual objects, Jewish life and Jewish spiritual practices preferred.
- Prior experience working with artists and/or teachers required.
- Prior public relations and marketing experience is desired.

- Must have flexibility of schedule to include days, evening, and weekends in support of programming.
- Must have strong customer service and organizational skills.
- Demonstrated experience and proficiency using Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).

For additional information about the J, please see our website www.jccstl.org

To apply, please [submit](#) your resume, cover letter and completed application to careers@jccstl.org . Please indicate "Program Coordinator, Jewish Art and Soul Project" in the subject line of your email. The J's application is available for printing from the employment section of our website. Please note 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.