



The Jewish Community Center is seeking a part time **Nishmah Program Coordinator** to join our team. We are looking for a Program Coordinator who is passionate about empowerment, education, and leadership development for Jewish girls, teens, and women. As we embark on a redesign of our Banot Board (high school) program, we hope to engage a new team member who has prior experience with program development for teens and is excited about the opportunity to reimagine this program with us.

This position is primarily located at our Creve Coeur location where most activities take place. There will be occasional activities throughout the community and occasional meetings at our Chesterfield location which this person in this role will be expected to attend. This work schedule for this position is approximately 20 hours per week. Candidates should be able to attend evening and weekend programming as necessary (It's a Girl Thing and It's a Guy Thing meets on Sundays).

Part time employees at the J receive a complimentary membership, may choose to contribute to a 403b account for retirement, and, depending on hours worked, may be eligible for program discounts as well as may be eligible for a pension contribution from the J.

Summary:

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 youth programming (Banot) tailors the organization's mission for young girls and boys in the community. Our Program Coordinator oversees all youth programming for Nishmah and helps with our young adult programming, Nerot.

Responsibilities:

- Oversees all youth programming within the Nishmah Department including but not limited to the following: Banot Board (high school), Banot Buddies (grades 2-4), Rosh Hodesh: It's a Girl Thing! (grades 6-8) and It's a Guy Thing! (grades 8-10)
- Runs Nishmah's Banot Board, a leadership development program for girls in 9-12 grades, including playing a major role in the redesign of this program.
- Provides logistical support for Nerot, Nishmah's 20s and 30s group.
- 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 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:

- High School Diploma or GED is required.
- BA/BS in Jewish Studies, Education, Women and Gender studies, or related field or related and equivalent work experience is required.
- Current graduate students in Social Work, Jewish Education or Jewish Professional Leadership are desired.
- Prior experience in youth program planning and management.
- Prior teaching and/or curriculum development experience a plus, preferably in a Jewish setting.
- 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 more information about the JCC, please see our website www.jccstl.org

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

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