



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, engages, educates, and empowers Jewish women and girls in an open, pluralistic environment. Our inspirational programming creates space for women of varying Jewish backgrounds to discuss the topics and issues that matter to them most, and through a Jewish lens. Nishmah's youth programming (Banot) tailors the organization's mission for young girls and teens in the community. Our Program Coordinator develops and implements programming, especially for our young women's leadership development program (Banot Board) and oversees the day-to-day management of all Nishmah's youth programs.

#### **Responsibilities:**

- Facilitates Nishmah's Banot Board, a leadership development program for girls in 9-12 grades, including playing a significant role in the current redesign of this program.
- 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).
- Responsible for recruitment and retention of program participants.
- 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.
- Works in partnership with Human Resources and the Director of Nishmah to screen, interview, hire and train group facilitators as needed.
- Partners with agency's marketing department to create recruitment and P.R. materials for youth programs.
- Time allowing, provides support for Nerot, Nishmah's 20s and 30s group.

- Assists Director of Nishmah and Sharsheret Supports Coordinator as needed for annual signature event and/or other special events.

**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.
- Prior Jewish youth group advising experience a plus.
- 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).

For more information about the JCC, please see our website [www.jccstl.org](http://www.jccstl.org)

To apply for this position, please submit your resume and cover letter to [careers@jccstl.org](mailto: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.