



Job Description

Position: Engagement Coordinator
Department: Engagement
Reports to: Manager, Engagement

Are you a highly motivated self-starter experienced in driving strategic thought and creating/implementing programs that keep people wanting more?

If so, we may be your perfect fit!

Organizational Vision, Mission, and Function:

The Jewish Federation of Greater Washington is an innovative, mission-driven non-profit organization dedicated to building a vibrant, welcoming and inclusive Jewish community. Partnering with more than 60 local, national and international partners, Federation articulates a clear vision for Jewish life and brings together resources of all kinds in pursuit of that vision.

Federation's Department of Engagement strives to enhance Jewish life in Washington DC, Maryland and Northern Virginia. It focuses on connecting people to Jewish community wherever they are on their Jewish journey. Engagement Department initiatives connect community around social action, adult learning, families with young children and Jewish food. The Engagement Department also connects Jewish community members to other Jewish organizations, available services and events happening around the Greater Washington area through its Jconnect website, Jconnect.org. Using strategic goals, metrics and evaluation processes, Engagement Department team members work with volunteer committees to ensure Federation engagement is meeting the needs of the wider Jewish community and supporting its growth.

Overview of Position:

The Engagement Coordinator is an experienced professional, able to build relationships with community members, volunteer committees and professional programs that focus on engagement in Jewish life. Focusing on oversight and implementation of exciting community-wide events like Good Deeds Day and Grand Slam Sunday, the Engagement Coordinator works with professionals and volunteers around social action, Jewish education and Jewish food. The Engagement Coordinator reports to the Engagement Manager, and partners with colleagues across the organization to create and implement exceptional programming.

The Engagement Coordinator is a self-starter who is highly motivated and possesses excellent interpersonal skills and presence. The Engagement Coordinator is able to focus on both fine details and a larger vision to implement exceptional programs and facilitate an exciting online presence to reach constituents.

Responsibilities:

- Work with community members, professional and volunteer committees around social action, adult Jewish learning and Jewish food.
- Maintain and enhance Federation's volunteer program offerings
- Support large-scale community events including, but not limited to, Good Deeds Day and Grand Slam Sunday
- Work with community volunteers to implement a model of Welcome Ambassadors to Engagement initiatives
- Represent Federation at public space events in and around the DC/MD/VA area
- Work with consultants when needed
- Sustain and expand social media strategies for Engagement programs
- Create and maintain strategic collaborations and partnerships within the DC area market
- Help develop and run new strategic engagement initiatives

Requirements:

- Minimum bachelor's degree
- 2-4 years' experience in a communications, events, or a similar programming role
- Intimate knowledge of the Jewish community, its customs and practices
- Excellent interpersonal, organizational and communication skills
- Proficiency in MS Office Suite and social media platforms
- Strong project management and customer service skills
- Willingness to work during non-standard business hours
- A valid driver's license and reliable vehicle
- Ability to lift and carry 20 pounds
- Proven ability to oversee projects from concept through completion
- An inherent understanding of targeting audiences in order to develop appropriate strategies and approaches to engage a variety of community cohorts

To apply for this exciting position, please send your cover letter and resume jobs@shalomdc.org using subject line: EC FY20