



The Jewish Federation OF GREATER WASHINGTON

JOB DESCRIPTION EVENTS ASSOCIATE FY20

About us:

The Jewish Federation of Greater Washington is an innovative, mission-driven non-profit organization dedicated to building a vibrant, welcoming and inclusive Jewish community for all. Federation identifies and meets community needs to create a strong local Jewish community and strengthen our connection with Jews in Israel and around the world. Federation partners with more than 60 local, national and international agencies to offer innovative programs and services to all who need and want them. Federation articulates a clear vision for Jewish life and brings together resources of all kinds in pursuit of that vision.

Overview:

The Events Associate is a personable team player who is able to work calmly under pressure while juggling multiple tasks at one time. He/she will work closely with the events team to plan and execute a wide variety of Federation events throughout the year including meetings, events in private homes, organizational signature events, & large-scale community events. The ideal candidate will be a quick study with a can-do attitude who is willing to jump in wherever needed. The candidate should also be deadline oriented with a proven track record of successful professional event planning, highly detail oriented, and exceptionally organized.

Specific Responsibilities:

- Work with events team to develop and implement 30-40 events/year for a variety of audiences widely ranging in scope, size and complexity.
- Maintain Federation Internal Calendar and assist in securing event dates
- Develop and project-manage event plans from concept through execution including timelines and budgets
- Work with marketing team to develop collateral in support of events including invitations, web pages, signage, flyers, and other promotional and print materials
- Order catering and rentals for smaller meetings
- Pack, transport, unpack and organize event materials
- Build and maintain relationships with Federation professionals, lay leaders and vendors
- Provide administrative support including printing of name tags, credit card reconciliation, and bill processing

Requirements:

- Minimum of 2 years of experience planning professional events
- Must be available to work weeknights and some Sundays
- Bachelor's Degree

- Proficiency in Microsoft Office Suite
- Ability to work on a variety of projects simultaneously
- Proven ability to work independently
- Exceptional organizational and communications skills (both written and verbal) with proficiency in English grammar and usage
- Must be able to lift a minimum of 25 lbs.
- Familiarity with Jewish culture and laws of *kashrut* a plus
- Development/Fundraising experience a plus!
- Must have a car for transporting event materials

To apply for this exciting position, please submit a cover letter and resume to jobs@shalomdc.org, using subject line "Events Associate FY20". To learn more about The Jewish Federation of Greater Washington, please visit www.shalomdc.org.