

Position Title: Young Adult Program Coordinator (Part Time)

Reports to: Director, Leadership Development

Position Summary:

The Jewish Federation of Palm Beach County provides various programs designed to identify and engage young adults in the Jewish community and in Jewish life. This Program Coordinator is responsible for planning, recruiting, educating, and motivating the next generation to understand the mission and role of the Federation. The Young Adult Program Coordinator will be responsible for several of the programs including, NextGen (a co-ed social group) and Kol Isha (a young women's program). The Young Adult Program Coordinator will implement programs, events, and social action activities tailored to the interests of the YA population by creating opportunities for engagement and participation within the Jewish community.

Essential Duties and Responsibilities:

- Educate and motivate the next generation of individuals to participate in Federation programming.
- Plan and produce programs and events including recruitment, management, marketing, logistics, and follow up.
- Promote the mission of the Federation through superior customer service and efficient use of resources.
- Work with the NextGen Host Committee and Kol Isha Host Committee to strengthen their events.
- Serve as the "Jewish concierge" to NextGen and Kol Isha participants, providing information about the programs and services of the Jewish community.
- Cultivate relationships with prospects, new and re-engaged young adults through engagement opportunities.

Qualifications and Success Factors:

- Bachelor's degree required.
- 2 years' experience in programming.
- Must have excellent interpersonal and communication skills, both verbal and written; be detail oriented.
- Knowledge and ability to use databases, computer spreadsheets, word processing and other basic programs.
- Cognizant of the initiatives, programs, and services offered by partner agencies and the Jewish Federation as well as local synagogues, or willingness to learn.
- Experience with social media required.
- Ability to multi-task and work within timelines.
- Ability to develop and cultivate trusted relationships; team player; sense of humor.
- Must be available to work evenings and on weekends, as needed.

The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.