

POSITION DESCRIPTION

Organization: Boulder Jewish Community Center [Boulder JCC]
Job Title: Community & Family Engagement Coordinator
(PT) 20 hours/week
Department: Programs; Reports to the Community & Family Engagement Director
FLSA Status: Non-Exempt

ABOUT THE BOULDER JEWISH COMMUNITY CENTER

The Boulder Jewish Community Center's [Boulder JCC] mission is to provide programs and services based in Jewish values and traditions in a place where people of all ages and backgrounds gather to connect, exchange ideas, learn, and grow. The Boulder JCC is recognized for its innovative approaches to community engagement with the next generation and families through meaningful experiences and philanthropy.

In 2016, the Boulder JCC completed building its new 52,000 square foot facility sitting on a beautiful 10-acre campus in East Boulder. As a community convener and one of the central addresses of Jewish life in Boulder County and beyond, the Boulder JCC prides itself on offering a wide array of community programming including one of the best Boulder preschools, day camps, after school classes, and arts and culture programs and serves infants, toddlers, youth, families, teens, young adults, and adults. The new Boulder JCC further fulfills its mission by being a primary destination for all of Boulder County as a place for meetings, celebrations, fundraisers, and other community events.

The staff at the Boulder JCC is hard working, collaborative, passionate, and committed to mission. The team is driven by a desire to serve the community broadly and deeply. The organization continually strives to improve its delivery of content and services with a focus on its values. The Boulder JCC endeavors to hire individuals who are committed to the JCC's values, believe in the power of community, and want to help grow a dynamic organization.

JOB SUMMARY

The Community & Family Engagement Coordinator (CFEC) reports to the Community & Family Engagement Director and has primary responsibility for supporting the Women of the J, Welcoming, and the JCC's Volunteer Engagement programs, as well as community engagement events which align with the BJCC's mission. This role includes program planning and execution, managing program communications, program registration, maintaining program and volunteer information and records, and processing program fees. This position coordinates closely with the Marketing Department to ensure consistent messaging, the Operations Department to ensure all logistics are covered, and with the Development and Finance Departments to ensure that information is managed and transferred accurately and confidentially. One of the key functions of this position is to serve as an ambassador for the agency connecting volunteers, members, and visitors with a high quality and meaningful experience.

KEY RESPONSIBILITIES

Welcoming Program

- Increase engagement of community with the BJCC through active alignment of community member interests with BJCC programming
- Serve as the Coordinator for the Welcoming committee:
 - Provide resources for new and existing members and visitors to the BJCC
 - Schedule building tours as requested by community members
 - Provide information about programs and services of the BJCC
 - Answer inquiries and direct to appropriate staff
 - Attend all Committee meetings and prepare agendas for all meetings
 - Take and circulate minutes for all meetings
 - Manage thank you emails after events, surveys, and circulate survey results
 - Coordinate Welcoming Events (at least 4 per year)
- Coordinate Nosh & Network sub-committee events (at least 6 per year)
 - Attend all Committee meetings and prepare agendas for all meetings
 - Take and circulate minutes for all meetings
 - Manage thank you emails after events, surveys, and circulate survey results

Women of the J (WOTJ)

- Assist in coordinating all WOTJ program events
- Work with Marketing team to ensure events are properly publicized
- Recruit and manage volunteers for event
- Attend all Committee meetings and prepare agendas for all meetings
- Take and circulate minutes for all meetings
- Manage Thank You emails after events, surveys, and circulate survey results

Volunteer Coordination

- Work with Director of Community & Family Engagement to develop BJCC volunteer process
- Manage BJCC volunteer process
- Understand volunteer opportunities across BJCC
- Identify volunteer groups looking for ways to engage with the BJCC
- Create job descriptions for each volunteer opportunity
- Follow-up on all volunteer leads
- Track volunteer information and availability and match volunteers with opportunities
- Coordinate volunteer background check process
- Send out surveys to volunteers
- Plan and manage annual volunteer gratitude event
- Evaluate volunteer program against goals
- Maintain and manage volunteer information in BJCC Database

Program and Event Planning and Execution

- Manage all volunteer coordination (prior to and day of) for community-building events hosted by the BJCC (e.g., 9Health Fair, Purim Carnival, SteamFest, etc.)
- Manage program/event logistics including room reservations, ordering food, obtaining appropriate permits, set up and clean up of events
- Registration creation for Youth & Camp, Art Programming, ACE, BJTI, Community & Family Engagement, and Farm Programs from May - July
- Manage program registration

Communication and Marketing

- Work with Marketing Department to:
 - Ensure that events are posted on BJCC website, other websites, and social media sites, as appropriate
 - Develop layout for marketing or event materials and emails
- Coordinate with Community & Family Engagement Director and Marketing team to develop content to be included in BJCC communications, including website, emails, and Social Media.

Information Management

- Ensure that program attendee data is accurate and up to date
- Develop program forms, including registration forms, intake forms, attendance forms, and surveys to gather program information
 - Ensure registration forms are functioning properly on appropriate sites
- Work with BJCC organizational partners to share information when appropriate

Financial Management

- Track all program expenses and income; coordinate with Community & Family Engagement Director and Finance Department
- Work with Community & Family Engagement Director to understand appropriate program budgets
 - Use as guide for discussions about program decisions
 - Ensure all expenditures are made according to budget and expense policies and procedures.

Staff Coordination

- Build relationships with staff throughout BJCC to understand opportunities for members and volunteers as well as staff support needs
- Work with Marketing and Development staff to develop materials and identify prospective donors as appropriate
- Participate in Programming meetings

QUALIFICATIONS/SKILLS

- Bachelor's Degree
- Relevant program coordination experience
- Prior experience working with volunteers preferred
- Demonstrated success in working with externally facing programs
- Ability to work independently and collaboratively
- Strong written, verbal, and interpersonal skills
- Organized and detail oriented; ability to manage multiple high-priority projects and deadlines
- Demonstrated proficiency in Microsoft Office Suite and Google applications

Qualified applicants: please send a letter of interest and a current resume by email to jobs@boulderjcc.org. Thank you.