

POSITION DESCRIPTION

Organization: Boulder Jewish Community Center [Boulder JCC]
Job Title: Unpaid Cultural Arts Intern
Department: Programs

ABOUT THE BOULDER JCC

The Boulder JCC's 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 through meaningful experiences and philanthropy.

The Boulder JCC completed its 52,000 square foot facility in 2016, which sits 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, and arts and culture programs serving infants, toddlers, youth, families, teens, young adults, and adults. The 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 organization's values, believe in the power of community, and want to help grow a dynamic organization.

Cultural Arts Intern

The Boulder JCC seeks a motivated, enthusiastic, and organized individuals to join our Fall 2019 Intern Cohort. This is an unpaid internship.

This is a great opportunity for anyone interested in nonprofit management, volunteer operations, marketing, program development, adult education or a career in the Jewish community. Interns will participate in activities that mirror the professional activities of their supervisor and be a part of a cohort which will go through an orientation, training, ongoing supervision, and evaluation.

You will have a direct supervisor who will work with you closely to set your own personal goals for your internship experience and help you develop marketable skills for your future. Our internship program also has a coordinator to support all the interns and supervisors.

Benefits:

- You will be able to enjoy the programming at the Boulder JCC at no or low cost
- Multiple opportunities for networking and socializing with the intern cohort throughout the semester
- Leadership development and face time with Senior Leadership Team

Interns will have an opportunity to learn about cultural arts programming, marketing and logistics. You will gain experience in marketing, customer service, audience development, program evaluation, and event logistics. Interns will also have the opportunity to work with our volunteer program committee.

KEY RESPONSIBILITIES

Volunteers

- You will help support our volunteer committee through a process of refining their roles and responsibilities.
- Help coordinate volunteers to support our events and programs.

Programs

- Opportunity to help execute and plan our monthly lunch and learn lecture series
- Opportunity to help plan and execute our music series
- Opportunity to help plan and execute Israel education programs

Marketing

- Opportunity to help with documentation for social media and developing content for emails and website

QUALIFICATIONS/SKILLS

- Passion for arts, community programs, outreach and marketing
- Ability to attend programs and meetings in the evenings
- Ability to work collaboratively and individually

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