

**Job Title:** Jewish Cultural Arts & Education Coordinator

**Organization:** Jewish Community Center of Greater Ann Arbor

**Reports To:** Director of Jewish Cultural Arts & Education

**Hours and Salary Range:** 20 hours, flexible, \$20,000 - \$25,000 annually

**Position Summary:**

Interested in joining a dynamic team 20 hours a week? Look no further than the JCC! We are currently hiring for a Jewish Cultural Arts and Education Coordinator who can work flexible shifts, with afternoon/evenings and some weekends as needed for events. The Jewish Cultural Arts & Education Coordinator plays a vital role in the success of our diverse and dynamic arts and education programs. This position requires a highly motivated and creative individual with a passion for Jewish culture and a strong commitment to community engagement. The coordinator will assist in the planning, implementation, and evaluation of a wide range of programs, including our three major festivals (Film, Book, and Music), as well as year-round offerings.

**About the Jewish Community Center of Greater Ann Arbor:**

The Jewish Community Center of Greater Ann Arbor (JCC) is a non-profit organization dedicated to serving the Jewish community and the wider public in and around Ann Arbor, Michigan. The JCC fosters a welcoming and inclusive environment for people of all ages, backgrounds, and abilities, offering a wide range of programs that enrich lives and strengthen the community. These programs include early childhood education, fitness and wellness options, senior services, and opportunities for Jewish learning and cultural enrichment. The JCC plays a vital role in the community through its vibrant cultural arts initiative, which includes film festivals, book festivals, music programs, and visual arts exhibitions. This initiative provides a platform for artistic expression, intergenerational learning, and community engagement, enriching the cultural landscape of Ann Arbor. At the JCC, we value bright, passionate, and enthusiastic team members who are dedicated to making a difference. We foster a supportive and collaborative environment where our staff can thrive and contribute their best work.

**Key Responsibilities:**

- **Program Development & Implementation:**
  - Assist in the planning, coordination, and execution of all aspects of our arts and education programs, including festivals, classes, workshops, and special events.
  - Collaborate with internal and external partners to develop innovative and engaging programming.
  - Assist with logistics, including scheduling, equipment rentals, and volunteer coordination.

- Assist with program implementation, manage participant lists, and track attendance.
- **Community Engagement:**
  - Attend weekly committee meetings.
  - Develop rapport and positive relationships with JCC members, committee members, program participants, staff and community leaders.
  - Support lay leaders in their roles within the arts and education programs.
  - Attend and actively participate in JCC events and outreach initiatives.
- **Administrative Support:**
  - Assist with budget tracking and reporting.
  - Assist in compiling post-event reports analyzing program outcomes and impact.
  - Manage administrative tasks, including data entry, correspondence, and required paperwork.
  - Assist with fundraising efforts, including grant writing, solicitation letters, and post-event letter acknowledgements .
- **General:**
  - Attend staff meetings and participate actively in team discussions.
  - Maintain a positive and professional demeanor at all times.
  - Embrace flexibility and adaptability in a fast-paced environment.

**Qualifications:**

- Bachelor's degree or equivalent experience in arts, administration, Jewish studies, or a related field.
- Passion for the arts, including music, literature, and film.
- General knowledge of Jewish culture, history, and traditions.
- Excellent written and verbal communication, interpersonal, and organizational skills.
- Proven ability to work effectively with volunteers and community members.
- Proficiency in Microsoft Office Suite, Zoom, Google Apps, and other relevant software.
- Experience with event planning, community engagement, and fundraising.
- Ability to work independently and as part of a team.
- Strong customer service orientation.
- Flexibility to work evenings and weekends as needed.

**To Apply:**

Please submit your resume and cover letter to [mariepattipati@jccannarbor.org](mailto:mariepattipati@jccannarbor.org).

**The Jewish Community Center is an Equal Opportunity Employer.**

**Note:**

- This job description is intended to provide a general overview of the position and may not include all duties and responsibilities.
- The organization reserves the right to modify or amend job duties at any time.

- Wage is comparable with experience.
- Team members enjoy access to a retirement savings plan, medical insurance, and comprehensive paid time off (PTO) benefits, including vacation and holidays.