



Position: CJE Program Coordinator, Jewish Federation of Palm Beach County

Reports to: Chief Learning Officer

Position Summary

The Jewish Federation of Palm Beach County is in the midst of an exciting transformation to its community planning process through a robust program of consultation, collaborative planning, evaluations, community innovation and funding to assure a vibrant future for the Jewish Community of the Palm Beaches, in Israel and around the world.

Commission for Jewish Education (CJE) is the educational department of the Jewish Federation. Its mission is to enrich and strengthen Jewish life and education throughout the greater Palm Beaches. The CJE offers compelling and creative pathways for Jewish life and engagement that strengthen meaningful and lasting connections to the Jewish community.

This position is an exciting opportunity for an exceptional candidate to join our team of devoted and skilled professionals who are committed to promoting Jewish life throughout the community in a dynamic, supportive and highly collaborative environment. The CJE **Program Coordinator** is primarily responsible for coordinating the adult education programs of the Florence Melton School of Adult Jewish Learning and Conversations with Jewish Woman Writers, managing the CJE Advisory Council, building relationships with donors and collaborating with other Federation departments.

Essential Duties and Responsibilities

- Manage the CJE's Adult Education and Engagement programs. This will include overseeing meetings with participants, donors, and lay leaders. Work with other Federation departments to coordinate collaborative opportunities for adult learning. This is inclusive of the Florence Melton School of Adult Jewish Learning, Conversations with Jewish Women Writers and other adult education programs to be determined in the future. Work with the Marketing Department to promote and publicize Adult Education Programs, recruit participants and communicate the vision for adult education with lay leaders and Advisory Committee members.
 - Adult Learning including Florence Melton School of Adult Jewish Learning
 - Conversations with Jewish Women Writers
- Work with Chief Learning Officer and other Federation departments including but not limited to Events, Marketing, Finance, Facilities, Security, Mandel Center and Jewish Community Engagement, to be sure CJE is integrated and included in all Federation operations
- Manage the CJE Advisory Council, Conversations with Jewish Women Writers Committee and CJE departmental staff meetings.
- Foster relationships with donors, volunteers, program participants and community partners
- Collaborate with Federation colleagues to ensure thoughtful communication and relationships to achieve successful implementation of programs and services
- Maintain a high level of discretion
- Other related duties as directed by the Chief Learning Officer

Qualifications and Success Factors:

- Superior organizational skills
- Ability to set event timelines, paying close attention to when certain tasks must be completed
- Ability to multi-task, prioritize and manage multiple projects, with attention to detail and follow-up
- Proficiency in all MS Office applications (Word, Excel, PowerPoint) and general customer relations management
- Excellent problem-solving skills and fresh creativity
- Capacity to work in highly collaborative team environment and to initiate plans of action without being prompted
- Scheduling flexibility; this position will require occasional nights and weekends depending upon the activity
- Experience with program logistics and planning.
- Passion for life-long learning and an appreciation for reflective and responsive practice
- Active understanding of the Jewish world, religion, tradition, and values a plus

For further information and to apply, contact Lynne Lieberman at lynne.lieberman@jewishpalmbeach.org or 561-209-2606.

This is a full-time position with competitive benefits.

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