

Programing Coordinator - Job Description

Burquest Jewish Community Association is seeking Programming Coordinator for children and family programming

Burquest Jewish Community Association's vision is a lively and welcoming Jewish Community. Our mission is to serve all generations of the tri-cities Jewish Community by providing space and support for education, religious practice, cultural activity and social connections.

As part of a strategic planning process, the organisation has identified Programming as a key strategic priority. One of the goals under that strategic priority is that people identifying as Jewish have access to engaging programming that connects that to their heritage and to one another.

The part time programming coordinator will be essential in helping the organisation accomplish this goal.

Reporting to the Board of Directors, the programming coordinator will plan and implement a variety of programs and events at Burquest covering major holidays as well as social gatherings and children's activities. This includes both homegrown events, programs and activities as well as imported activities and programs in partnership with other institutions.

Details:

Term - 6 month contract (with possibility of extension dependent on funding)

Start date - ASAP

Remuneration \$25 per hour, working 15 hours per week (monthly maximum of \$1500)

Duties and Responsibilities

Plan and implement a social events calendar

Liaise with vendors for events and activities

Develop partnerships with various other local and other organisations to bring new activities and program to Burquest

Consult with community members about program ideas

Qualifications

Experience

Experience planning engaging events for children of all ages

Experience in event planning in a diversity of settings

Knowledge of the Jewish Calendar of holidays and important events

Demonstrated connections within the Tri Cities Jewish Community

To apply, please email your resume outlining your relevant experience and a brief cover letter outlining your interest in the position to admin@burquest.org