

## ENGAGEMENT/PROGRAMMING COORDINATOR

Reports to: Executive Director and Director of KoREH (religious school)

FLSA Status: Part-time, Salaried

Prepared by: Kol Rinah Personnel Committee

Prepared date: April 2022

### SUMMARY

Kol Rinah is seeking an outstanding professional to serve as our Engagement/Programming Coordinator. The Coordinator will develop programming for all ages within our vibrant Conservative congregation, to enhance our connection to Judaism and to each other, with an emphasis on the needs of young families.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This position will report to both the Executive Director and the Associate Rabbi/Religious School Director. The Coordinator's main duties and responsibilities include:

- Develop engaging and meaningful programs for all ages, with an emphasis on young family groups.
- Work with staff, clergy, leadership, and volunteers on engagement and programming initiatives
- Be the point of contact for KoREH (Kol Rinah Education Hub) on non-curricular areas including administrative duties and communications with parents.
- Hours are flexible, especially during the week
- Enjoyable, relaxed work environment

### QUALIFICATIONS

Minimum of Bachelor's Degree required, with a concentration in teaching, social work, and/or education helpful. Jewish Engagement or other related experience highly desirable. Some office expertise desirable. Requires knowledge of technology in the areas of office software, electronic communication, database systems, and spreadsheets and familiarity with Facebook and other social media.

The ideal candidate for this position is warm, approachable, detail-oriented, creative, passionate, organized and loves engaging with individuals of all ages. This individual needs to be able to manage many details while creating a broad vision for programming and engagement.

### SCHEDULE

This is a flexible, part-time position. Some meetings and events are necessarily scheduled in the evenings and on weekends, in particular on Shabbat and Sunday mornings.

### TO APPLY

Please send a cover letter and resume to [stacey@kolrinahstl.org](mailto:stacey@kolrinahstl.org)