

Department: Adult Services

Position Title: Adult Program Assistant

Classification: Part-Time Employee

Summary of Position:

The JCC OF NORTHERN VIRGINIA seeks a highly-motivated, creative and collaborative individual to provide support for adult programming. The Adult Program Assistant contributes to the direction, presentation and administration of events and programs, while keeping consistent with the vision of the Adult Services program and the mission of the JCCNV. The position reports to the Adult Services Director.

Qualifications:

- Prior experience working with older adults and volunteers preferred
- Judaic educational background a plus
- Must have excellent computer and social media skills and be willing to learn membership database
- Must be willing to learn how to use AV equipment needed for programs
- Must be able to work in a team environment
- Must be able to work in a shared office space with other co-workers and frequent member interactions
- Communicate effectively with others, both verbally and in writing
- Position may require occasional local travel
- Must be able to work a flexible schedule
- Expected to participate in staff meetings
- Expected to serve on Positive Aging Fair Committee and attend event
- Expected to participate in large scale JCCNV events
- Perform other duties and responsibilities as needed, required, or assigned

Essential Position Duties:

- Coordinate and oversee all administrative needs for assigned projects, including reserving rooms for programs, submitting room set ups for event and attending program, when necessary.
- Be available on day of event to oversee all aspects of the program, as necessary.
- Coordinate and oversee Annual Used Book Sale and work with volunteers
- Coordinate and oversee annual and ongoing social actions projects at the J and in the larger community including FACETS Toy Drive and Holiday Shopping Party and the Hypothermia Prevention Program
- Coordinate ongoing and annual community service projects at the J including the AARP Driver Safety Class and Flu shots
- Oversee weekly games at the J, including reserving room, and collecting fees
- Staff adult department day trips, as necessary
- Be available to assist with a classes or programs when a program coordinator is unable to attend
- Report to the Adult Services Director
- Submit written descriptions for programs for publication in the J's Program Guide and bi-monthly newsletter in a timely fashion
- Submit written information to Marketing Department for flyers, and various other marketing pieces needed to promote programs in a timely fashion

Hours:

20 hours a week

Compensation and Benefits:

Salary commensurate with experience.

Point of Contact:

Please send cover letter and resume to jobs@jccnv.org

The Jewish Community Center of Northern Virginia (the J) is a nonprofit organization dedicated to build a strong and vibrant Jewish community through meaningful opportunities to engage in Jewish life. The J welcomes individuals of all ages, abilities, ethnicities, faiths and backgrounds. Our activities span five counties and touch more than 10,000 individuals each year through cultural, educational, wellness programs and Israel celebrations. We build Jewish connection, community and peoplehood with the 70,000+ Jews who call Northern Virginia their home.

The JCCNV is an equal opportunity employer. Applicants to and employees of the JCCNV are protected under Federal law from discrimination based on race, color, religion, sex, national origin, disability, age and genetics.