

Department: Adult Services

Position Title: Program Coordinator Intern

Classification: Part-Time Employee

Summary of Position:

The 501(c) 3 non-profit organizations, Jewish Community Center of Northern Virginia (JCCNV), and Celebrate Fairfax, Inc. (CFI) will be producing the *Northern Virginia Positive Aging and Wellness Fair* on April 11th, 2019. This event will offer tools and information to educate and inspire adults to achieve a fulfilling and healthy lifestyle as they age. The Program Coordinator Intern will work alongside of JCCNV and CFI staff to plan and implement event logistics for the *Northern Virginia Positive Aging and Wellness Fair*. He/She MUST be available to work the entire day of the event with other staff members.

Qualifications:

- Currently enrolled undergraduate/graduate student
- Able to provide own transportation and accommodations
- MUST be able and willing to lift at least 25 lbs.
- MUST be able to work the day of the event, in its entirety
- Exceptional verbal and written communications skills
- Proficient in Windows operating systems, Microsoft Office (Word, Excel, PowerPoint, etc.)
- You are creative and think outside-the-box when coming up with new ideas
- You excel working under pressure; you do whatever you need to get the work done
- Your time management skills are excellent: you establish priorities and organize a variety of projects simultaneously
- You love working with a team to accomplish overall goals but you are able to work independently too

Essential Position Duties:

Interns will learn and assist in the following areas, including, but not limited to:

- Assist with the organization of attendee registrations and workshop capacities
- Assist with the room logistics for each workshop, including layouts, signage, and technology needs
- Coordination of the lunch program, including ordering and delivery logistics.
- Help with the creation of the marketing campaign and monitor analytics to assess trends/ activity across social accounts
- Support staff with administrative duties as needed and help with general set-up/ take-down for the event

Hours:

Part-time hours (20-25 hours/week) beginning on or around January 22nd (the start of the school semester) through May 1st, 2019. Actual dates are negotiable. **Please note:** The intern is must be able to work the full day of the event (Thursday, April 11th).

Compensation and Benefits:

The selected intern may receive credit as approved by college/university supervisor. This is an unpaid internship.

Point of Contact:

Email resume and cover letter indicating where you learned of this opportunity to:
info@celebratefairfax.com

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.