

Position Description

Program Coordinator, Community Youth Foundation

Summary of Position

Assists the Director in the implementation of the Community Youth Foundation

Overall Responsibilities

- Helps recruit students and promotes the program with parents and others
- Communicates with program participants and parents
- Assists with meeting preparations including handouts, room set-up, refreshments, etc.
- Coordinates site visits
- Communicates with alumni students and helps organize activities
- Conducts follow-up activities including grant distributions, evaluations, thank you notes, etc.

Skills Required

- Strong organization and word processing skills
- Ability to build strong, positive relationships with students, parents and member so the community
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- Excellent communication and interpersonal skills
- Knowledge of and involvement in the Jewish community

Reporting Relationship

- Reports to Director of the Community Youth Foundation