

Youth and Family Engagement Coordinator

Job Title:	Youth and Family Engagement Coordinator
Department:	Center for Jewish Education
Distribution Date:	June 2024
Reports To:	Director of Education & Engagement

HR Use Only	
FLSA Status:	Full-Time, Non-exempt

About Us:

The Jewish Federation of Greater Charlotte (JFGC) is a non-profit community building organization supporting a \$5 million annual fundraising campaign. We impact and enrich lives here at home and around the world every day, supporting more than 60 Jewish organizations and initiatives that build community, foster Jewish identity, and nurture and care for the Jewish people. As part of a network of more than 140 Federations across North America, we are a vibrant community hub that connects resources, volunteers, leaders and expertise to care for people in need, advocate for Israel, and ensure a thriving and sustainable Jewish future.

Our greatest resource is our people — the staff, volunteers, partners and leaders who help make greater Charlotte's Jewish community a welcoming home. We offer a collaborative, friendly, inspiring, and flexible work environment. We are one of Charlotte's most highly respected philanthropic organizations and we are currently seeking a Youth and Family Engagement Coordinator. We value our positive, collaborative, and growth-minded organizational culture. We encourage and support ongoing staff development and learning.

As the education and engagement arm of JFGC, the Center for Jewish Education (CJE) is at the cutting edge of educational practice, incubating new, innovative programs and providing direct services to the Jewish education system in greater Charlotte. As an integral component of the CJE, the Levine-Sklut Judaic Library promotes lifelong Jewish learning, connecting our community to educational resources and experiences.

Job Summary:

Consistent with the CJE's mission of promoting lifelong Jewish learning, the position of Youth and Family Engagement Coordinator plans and implements programming including story times, afterschool and summer programs for children and teens, family programs, and bilingual (Hebrew/English) programs. The Youth and Family Engagement Coordinator promotes the use of CJE services, including the use of the Levine-Sklut Judaic Library's resources and children's library through outreach to schools, parent groups, daycare providers, and other local organizations.

Job Responsibilities and Essential Job Functions:

PJ Library & Family Engagement:

- Manage all aspects of the PJ Library database and registration system including billing, address changes, returned mail and approving or denying new enrollments.
- Complete all grant writing and reporting necessary for the Harold Grinspoon Foundation and local PJ Library funders.
- Plan and implement a robust calendar of programs for families with young children through PJ Library and Shalom Baby initiatives, based on Jewish themes or PJ Library books.
- Staff PJ Library/Shalom Baby Committee including meeting scheduling, preparation and follow-up, while empowering volunteers and parents to take an active role in all aspects of programming and engagement.
- Work closely with local PJ Library partner agencies/synagogues on several annual large community-wide events.
- Interact regularly with PJ families to further strengthen their understanding of and connection to the local Jewish community and the Jewish Federation.
- Work cooperatively with all JFGC departments on organization-wide projects and initiatives to further Federation's work around education and engagement.
- Assist with developing and maintaining content for social media platforms and the JFGC website.

Children's Library Services:

- Develop and present daily story times and developmentally appropriate programming for children ages birth to 11 years and their families. Programs and events take place in the library and out in the community.
- Serve as a professional library resource by recommending children's library materials in all formats to library patrons and community schools.
- Develop partnerships with Jewish educational institutions, educators and organizations serving children and families.
- Focus on aligning and connecting library services with the children and families served by those organizations and institutions.
- Build and maintain relationships with individuals and organizations to develop partnerships that meet community needs.
- Speak publicly to groups about the Levine-Sklut Judaic library and its services and provide resources, programs, workshops, classes, tours, and other community outreach to meet the reading and educational interests of the community and further the mission of the library.

Preferred Education:

Bachelor's Degree or equivalent experience.

Required Work Experience:

Experience in creative children's programming, library services for youth, or equivalent and/or experience in the Jewish non-profit sector

Key Skills and Qualifications:

- In depth knowledge of children’s literature spanning birth-middle school.
- Familiarity with child development and library early literacy practices.
- Excellent written and oral communication including speaking to large and diverse audiences.
- Demonstrates a commitment to pluralistic Jewish community building.
- Ability to work collaboratively across organizations, departments and disciplines.
- Highly organized and detail oriented with the flexibility to adapt to changing circumstances and needs, ability to prioritize and juggle multiple demands.
- Think creatively and be willing to experiment in developing creative library programs and services that engage the community.
- Convey enthusiasm about learning, stories, information, library resources, and the CJE’s role in the community.
- Adapt to changing needs; recognize and set priorities. Be flexible in options and open to creative solutions.
- Provide exceptional customer service.
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Work independently and work well with others, including in a collaborative manner to achieve desired outcomes.
- Preference will be given to candidates with prior experience working for Jewish organizations, deep knowledge of Judaism, Jewish culture and traditions, and a personal commitment to Jewish values.

Other Job-Related Requirements:

- This position requires weekday office hours plus occasional weekends or evenings.
- Position requires periodic travel locally, regionally and nationally.
- This position must be based in the greater Charlotte area.

How We Care For YOU:

The Jewish Federation of Greater Charlotte proudly offers a competitive compensation and benefits package which includes:

- Competitive Compensation, Commensurate With Experience
- Four Weeks of Paid Time Off, Days Off for Jewish Holy Days, and Early Closure for Shabbat
- Generous Medical, Dental, Vision, Life and Disability Benefits
- 401k Plan with an Employer Contribution and Match
- Professional Development and Skill Building Opportunities
- Flexible and Hybrid Work Environment
- Shalom Park Discounts for JCC Membership and Shalom Park Schools
- Free and Accessible Parking

The Jewish Federation of Greater Charlotte is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

More information about our organization is available at www.jewishcharlotte.org

***Interested candidates should direct inquiries, resumes, and cover letters to
Tair Giudice, Chief Impact Officer, tair.giudice@jewishcharlotte.org***