

## Director, Community Engagement

The Jewish Council of North Central Florida (JCNCF) is seeking an energetic and passionate professional to serve as the Director of Community Engagement. In collaboration with the Executive Director, this position is responsible for planning, implementing, and overseeing all JCNCF community programs. Additionally, the Director manages The Chronicle, a long-form newsletter published 3–4 times per year.

This is a full-time position (40 hours per week) starting in May 2025. Compensation is \$20 per hour, with paid Jewish and federal holidays off. *Please note that some hours may be required on weekends, as many programs are scheduled during these times.* The position is primarily remote; however, the Director must reside in Gainesville to attend in-person meetings and events.

For more information or to apply, call 352-371-3846 or email [executivedirector@jcncf.org](mailto:executivedirector@jcncf.org).

### Responsibilities include, but are not limited to:

#### ➤ Program Planning and Coordination

- Plan, implement, and oversee JCNCF's annual programs in Gainesville and Ocala (e.g., Rosh Hashanah celebrations, Israel Independence Day) in coordination with the Executive Director and under the Board's direction
- Collaborate with local synagogues and organizations to plan community events and explore new event ideas
- Assist volunteer-led committees with occasional needs
  - Coordinate with the Holocaust Education Committee (e.g., teacher trainings, guest speakers for students)
  - Coordinate with the Caring Connections Committee (e.g., holiday gift bags, outreach to homebound elders)
- Coordinate with volunteers leading programs and initiatives funded by JCNCF grants (K'NISA)
- Manage a variety of programs, including:
  - Fundraising events
  - Holiday programming
  - Movie screenings and speaker events
  - PJ Library programs (monthly, for families with kids aged 0–8)
  - PJ Our Way programs (five per year, for families with kids aged 9–12)
  - Environmental/conservation events

- **Marketing and Communications**
  - Publish The Chronicle newsletter online 3–4 times per year
    - Plan themes, collect articles, and interview community members
  - Assist with keeping the JCNCF calendar accurate and up to date
  
- **General Support**
  - Provide support at JCNCF events, including:
    - Monitoring RSVPs, attending events, and assisting with setup and cleanup
  - Perform other administrative tasks as needed, such as assisting with annual campaign mailings
  - Attend monthly Board meetings via Zoom
  
- **Community Leadership**
  - Support leadership efforts within the community to foster engagement and strengthen connections

## Qualifications

- **Education:** Bachelor's degree preferred, with a focus in areas such as Jewish Education, Jewish Studies, Nonprofit Management, Educational Programming, Community Event Planning, or a related field
- **Experience:** 2 years of experience working in a Jewish or nonprofit organization is preferred
- **Schedule:** Ability to work occasional nights and weekends as required for events and programs
- **Technical Skills:** Proficiency in basic office software and tools, including Microsoft Office 365, SharePoint, Canva, and social media platforms
- **Organizational Skills:** Highly organized with the ability to manage multiple tasks and solve problems creatively
- **Professional Attributes:** Strong work ethic, flexibility, and a commitment to fostering positive relationships with community members, Board members, and coworkers
- **Transportation:** Reliable transportation, a valid State of Florida driver's license, and proof of automobile insurance are required for travel to meetings and events

## **Physical Requirements**

The position requires the ability to alternate between prolonged periods of sitting at a desk or in meetings and intermittent standing or walking. Adequate visual acuity is needed to read documents, reports, and effectively use a computer. Sufficient hearing is required to communicate with others in person and via standard telephone equipment, including national and international calls. Physical stamina is necessary to attend early morning, late evening, and weekend meetings or events. The role also involves twisting, bending, and squatting as needed for event setup, as well as the ability to lift and carry items weighing up to 30 pounds.

## **Mental Requirements**

The position demands strong organizational skills, with the ability to prioritize, delegate, and manage multiple projects simultaneously. Attention to detail and the ability to meet varying deadlines are essential. The role also requires the capacity to direct and supervise others effectively to ensure successful project outcomes.