

**Congregation Beth Israel
Worcester, Massachusetts**

PROGRAM COORDINATOR

Congregation Beth Israel is looking for a part-time Program Coordinator for the 2017-2018 Fiscal Year. The Program Coordinator will work with staff, officers, and committee chairs to help plan and implement special religious, educational, social, and fundraising events.

Responsibilities

- Help plan and implement congregational events such as special programs and activities on Shabbat, social activities such as the Hannukah and Purim parties, and community events such as the Scholar-in-Residence.
- Work with the Vice President of Education and the Hebrew School Director to help plan and implement educational programs and events for youth, teens, and adults.
- Work with officers and committee chairs to help plan and implement religious and social events and activities for current and prospective congregants.
- Work with staff, officers, and committee chairs to help plan and implement fundraising events to support the congregational budget.
- Coordinate other duties and functions with the Rabbi, Director of Operations, officers, committee chairs, and volunteers to support and enhance synagogue operations, communication, and outreach.

Preferred Qualifications

- Awareness and understanding of Conservative Judaism and Jewish traditions
- Familiarity with the Beth Israel congregation
- Openness to learn and ability to model what it is to be a life-long learner
- Ability to organize and implement functions and events such as holiday celebrations, special programs, educational events, and fundraising events.
- Ability to work cooperatively with synagogue clergy, staff, officers, volunteers, and congregants.
- Ability to use computer and Internet-based programs and functions such as emails, Facebook, Google docs and spreadsheets.

Job Particulars

- Start date: July 1, 2017
- Hours: Approximately 12-15 hours per week
- Some night work and weekend work may be required
- Salary: \$18,000

Interested candidates should submit a cover letter, resume, and names of references by May 1, 2017 to:

Congregation Beth Israel
15 Jamesbury Drive
Worcester, MA 01532

or

director@bethisraelworc.org