Program Assistant and CU Liaison for
Menorah: Arts, Culture and Education at the Boulder JCC

This intern position has been created with the goal of strengthening connections between Menorah and CU. These outreach efforts include marketing, planning, and implementing programs at the Boulder JCC, on campus and at the Dairy Center for the Arts.

The internship offers a capable student a full year of engagement with JCC and CU leaders. This is an opportunity to:

- Strengthen leadership skills
- Explore Jewish history, culture and social activism (see attached fall program descriptions)
- Gain event planning experience
- Work in a Jewish non-profit
- Acquire administration skills

SPECIFIC TASKS

1. For the Boulder Jewish Film Festival: (March 12-20, 2016)
   a. Create a committee of students and young adults to screen short films and create a “shorts” program aimed at young adults.
   b. Identify films suitable for screening on campus and facilitate those screenings
   c. Help market the film festival to the CU community

2. For Holocaust Awareness (January 2016)
   a. Work with Professor Paul Shankman to plan and implement events
   b. Market to the CU community

3. For Scholars Series (Sept 2015 – May 2016)
   a. Attend all programs (Thursday nights, 8-10 per year)
   b. Market to the CU community
c. Help select spring semester lectures
d. Take a leadership role in spring Scholars Series

4. General Outreach

   a. Create a list of contacts at CU
   b. Identify departments and professors whose expertise relates to individual Menorah programs
   c. Work with Hillel and CU Chabad on publicity and possible speakers or programs
   d. Look for opportunities to present programs on campus
   e. Work with the Program in Jewish Studies to coordinate and publicize events and to find potential speakers from within PJS
   f. Write articles for PJS newsletter
   g. Work with JCC young adult director Michael Rosenzweig on programs suitable for CU students and grad students
   h. Work with Program director Susan Litt and Program Assistant Jodi Zicklin on tasks as needed
   i. Enhance social media marketing