

## **POSITION DESCRIPTION- Program in Jewish Studies Internships for Spring 2021**

Organization: Boulder Jewish Community Center [Boulder JCC]  
Job Title: Community and Family Engagement Intern 7-10 hours a week  
Department: Reports to the Community and Family Engagement Director  
FLSA Status: Non-Exempt

### **ABOUT THE BOULDER JEWISH COMMUNITY CENTER**

The Boulder JCC's mission is to provide programs and services based in Jewish values and traditions in a place where people of all ages and backgrounds gather to connect, exchange ideas, learn, and grow. The Boulder JCC is recognized for its innovative approaches to community engagement through meaningful experiences and philanthropy.

The staff at the Boulder JCC is hard-working, collaborative, passionate, and committed to mission. The team is driven by a desire to serve the community broadly and deeply. The organization continually strives to improve its delivery of content and services with a focus on its values. The Boulder JCC endeavors to hire individuals who are committed to the organization's values, believe in the power of community, and want to help grow a dynamic organization.

### **JOB SUMMARY**

The role is to identify and manage community service drives and outreach opportunities for the Boulder JCC. The role will be virtual at this time, with occasional in-person assistance managing the drives. This position also works with community partners and internal departments at the JCC.

### **KEY RESPONSIBILITIES**

- Research potential community service drives and outreach opportunities for the Boulder JCC
- Contact potential community partners to explore specific opportunities
- Work with Community & Family Engagement Director to decide which opportunities to pursue
- Create an event plan including logistics, volunteer needs, marketing plan, and day-of plan
- Coordinate logistics with community partner
- Communicate about event to internal departments at the JCC
- Work with Marketing department to promote event
- Write promotion blurb and article for website and community newsletters and social media
- Organize pick up and drop off of necessary supplies to/from community partner
- Assist with management of day of event (if applicable)

### **SKILLS AND QUALIFICATIONS**

- Student in the Program for Jewish Studies Internship Class
- Strong attention to detail
- Ability to work independently and collaboratively
- Strong written, verbal, and interpersonal skills
- Strong knowledge of Microsoft and Google Suite