

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

Organization: Boulder Jewish Community Center [Boulder JCC]  
Job Title: Great Big Challah Bake Intern  
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 Great Big Challah Bake is an international event held annually in Boulder to bring people from across Boulder County to bake challah together. Participants learn about the joys of celebrating Shabbat and the skills to bake challah at home. In 2021, the program will be held in person at the Boulder JCC and virtually the first week in November.

### **YOU WILL LEARN & EXPERIENCE**

- Working with a volunteer committee
- Rebooting a beloved community event after a year's hiatus
- Using Human Centered Design to create a program
- Customer service and program logistics

### **KEY RESPONSIBILITIES**

- Support the registration efforts to serve the maximum number of participants for the Great Big Challah Bake.
- Support the Challah Bake committee of volunteers.
- Help develop education opportunities to teach about Shabbat customs and traditions.
- Work with the Community & Family Engagement Director to create a meaningful and special program.
- Support the creation of event plans including logistics, volunteer needs, check-in, and day-of plan.
- Support plans to build community at the event.
- Work with Marketing department to promote event through articles, community newsletters and social media
- 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