



## COMMUNITY PROGRAM COORDINATOR

The St. Paul Jewish Federation seeks an energetic, outgoing professional as its Community Program Coordinator. This exciting position will be responsible for a portfolio including outreach, engagement and community building programs and initiatives. The ideal candidate will utilize their excellent relationship-building skills to work with volunteers, staff and community organizations. They will possess “big-picture” thinking and have experience in developing and supporting successful programs. They will be committed to creating a vibrant St. Paul Jewish community and building strong relationships between it and Israel. This is an excellent opportunity for the right person to make a meaningful contribution. It is a part-time position with flexible hours with occasional evenings and weekends required. Must have a valid driver’s license and access to a car.

### Qualifications & Skills:

- Minimum 1-3 years of work experience
- Community organizing and programming experience
- Experience working with volunteers
- Ability to utilize various social media platforms
- Proficiency with the Microsoft Office Suite
- Excellent communication abilities (oral and written)
- Strong attention to detail
- Excellent organizational skills
- Able to work independently and collaboratively
- Previous supervisory experience is a plus

To Apply: Email your resume and cover letter to [kmcglathlin@stpaulfed.org](mailto:kmcglathlin@stpaulfed.org)

Equal Opportunity Employer: We’re an equal opportunity employer. You need not be Jewish to apply. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.