

Holocaust Commission Program Associate

AGENCY: United Jewish Federation of Tidewater

CLASSIFICATION: Part-time / Non-exempt 20 hours per week

POSITION SUMMARY:

The Program Associate is responsible for administrative and program support for Holocaust Commission activities.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Database maintenance of Red Rose and White Rose programs, Elie Wiesel competitions, and Educators' Conferences, including mass mailing functions.
- Coordinate monthly meetings via email and postal mail notices for Holocaust Commission. Make sure the room is set for all meetings (including getting food for meetings when required) and all meeting items/packets are prepared and ready for distribution at meeting.
- Support Director in related activities of the Holocaust Commission: i.e. Red Rose and White Rose campaigns and recognition's; Yom Hashoah; *What We Carry*; educators' conferences; writing and visual arts competitions; resource center for teachers and students; web site; school-based programming, i.e. Living Voices, etc.
- Assist in event management for Holocaust Commission events.
- Manage Social Media, assist with writing blogs, articles and various media content.
- Collection of data for evaluation.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- A minimum of 1 year of administrative experience.
- Proficient in the advanced use of MS Office applications including Excel, Word, Outlook and Publisher, with working knowledge of PowerPoint.
- Understanding of social media and how it can further the mission of the Holocaust Commission.
- Must be knowledgeable of and have a commitment to the Jewish Community.
- Excellent interpersonal and communication skills, both oral and written.

PREFERRED QUALIFICATIONS:

- Associate's Degree in Business, Public Administration, Social Work, Jewish Communal Service, or other related and appropriate field.
- General research skills, including print and internet-based.