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| Job Title: Community Engagement Program Manager – Sephardic Young Professionals of Seattle | |
| FLSA: Independent Contractor | Hours: Contracted Position |
| Position Reports to: Seattle Sephardic Network board designee | |



The Seattle Sephardic Network’s vision: *We envision a Seattle community that embraces the full dimension of our region’s rich and unique Sephardic life, history, and culture.*

The Seattle Sephardic Network’s mission: *The Seattle Sephardic Network, open to all, engages in inspiring and informative programs celebrating the Sephardic culture in Seattle and beyond.*

Position Overview:

Working under the guidance of the Seattle Sephardic Network (SSN) board designee, the Community Engagement Program Manager is responsible for developing the strategies to drive the Sephardic Young Professionals of Seattle group engagement and execution of those strategies.

Position Responsibilities:

- Define strategies to navigate young professional engagement and programming, present strategies to SSN board, and execute the strategies.
- Plan and execute events:
 - Coordinate events including logistics, marketing, and outreach.
 - Events slated to be virtual for now with hopes for in-person when appropriate.
 - Ensure events stay on budget, monitor financial commitments during lead-up to events, and notify SSN board if cost overrun appears likely.
 - Determine benchmarks for success prior to each event, evaluate effectiveness after the event, and incorporate improvements in future planning.
 - Maintain master event files and documentation to aid in planning and executing future events.
- Community engagement:
 - Community building including outreach and developing relationships with current, new, and prospective participants to drive enthusiasm and participation in programming.
 - Cultivate a volunteer network to assist in planning/execution for future initiatives.
 - Liaise with the Sephardic Jewish Brotherhood of America and other organizations for joint initiatives.
- Position reports to SSN board designee - Follow up with SSN board designee may be via e-mail/phone/in-person or a combination. Report back to board includes:
 - Monthly/quarterly/annual insights in terms of strategic plans, community outreach efforts, statistics around event execution, successes, opportunities for improvement, risks, alignment to budget, etc.
 - Ad hoc requests to present during SSN board meetings.

Skills:

- Self-motivated leader able to build lasting community and partnerships.
- Strong time management skills.
- Ability to work with a culturally diverse population.
- Excellent written grammar and communication skills.
- Strong social media skills with the goal of growing the Sephardic Young Professionals of Seattle's social media presence.
- Fluent in using Microsoft Office Suite.

Approximate Monthly Hours: 6-12 hours/month

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