

## JOB DESCRIPTION

**DATE:** 03/28/18  
**JOB TITLE:** Social Action Coordinator  
**DEPARTMENT:** Social Action  
**REPORTS TO:** Director of Social Action  
**FLSA STATUS:** Non-exempt

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The Levine JCC (LJCC), Temple Israel (TI), and Temple Beth El (TBE) are Shalom Park Partner institutions who share an investment in Social Action programs and projects and have thus formed a partner arrangement to ensure that they are better meeting the needs of their community in this area. As partners, they believe that coordinating support and efforts for existing and emerging Social Action partnership projects, they can streamline volunteer management and develop better-coordinated efforts to mitigate duplication and/or unnecessary overlap of resources.

The Social Action Coordinator will streamline and implement processes and logistics related to the shared Shalom Park social action projects. She/he will leverage the structures and systems to serve the community in a deeper and broader way by utilizing this structure to ensure Social Action projects meet shared missions and that the community can support the need associated with said project.

### **Qualifications / Attributes:**

The Social Action Coordinator must demonstrate the ability to give and receive constructive feedback in an open and respectful manner, be an active and respectful listener, be encouraging and supportive of new ideas and suggestions, be a user and receiver of varied means and methods of communication, and demonstrate consistency in service delivery and interactions with members and colleagues. He/She must also be timely, specific and clear with expectations, and hold oneself and others accountable. These leadership qualities are expectations of the position and help to maintain integrity and build a cohesive partnership with Shalom Park Partner agencies.

### **POSITION PURPOSE:**

To provide leadership for the coordination of Shalom Park shared Social Action programs, focusing on the logistical support and volunteer coordination of shared projects. This leadership will ensure the smooth functioning and delivery of all Shalom Park shared Social Action programs offered to community members.

The Social Action Coordinator promotes cooperation, participation and harmony within and amongst Shalom Park Partner agencies and Shalom Park Tenant agencies who are participating in current and emerging Shalom Park Social Action programs by creating a sense of collegiality and professionalism in the team environment. The Social Action Coordinator is part of the LJCC Staff team.

### **ESSENTIAL FUNCTIONS:**

Serve as the primary staff member overseeing all coordination efforts and logistical details for current Shalom Park Social Action partnership programs including Shalom Park Freedom School (SPFS), Shalom Park Room in the Inn (RITI), Shalom Park Environmental Initiative: Shalom Green, and the Jewish Community Refugee Initiative (JCRI).

With specificity, the Social Action Coordinator will:

- Serve as point of contact for inquiries about existing joint social action programs, including details, logistics and volunteers, referring those inquiries to the appropriate programs.
- Serve as a liaison between the programs and the partner agencies, including:
  - Arranging meetings, as needed, between the programs and the partner agency staff members.
  - Acting as a pass-through for information that the programs want to pass onto the agencies, such as summaries to be presented/distributed to the agency Boards of Directors/Trustees.
  - Attending program Steering Committee meetings.
  - Attending agency staff meetings, as necessary.
- Create greater exposure for the programs, including communicating the philosophy and mission of the programs to the community, ensuring that staff, program users, lay leadership, and partner agencies understand the mission of these programs.
  - Work with the marketing directors of Shalom Park Joint Social Action programs to create marketing schedules.
- Volunteer engagement, including:
  - Volunteer Coordination
    - Develop/maintain master lists
    - Keep records of volunteer participation
    - Maintain forms
  - Volunteer Recruitment
    - Assist programs in developing systems for the programs to recruit volunteers
  - Volunteer Retention
    - Help coordinate volunteer training by the programs
    - Assist programs in developing stewardship plans
- Make room reservations and undertake certain back office duties for programs.
- Establish a system for future Joint Social Action Programs
  - Develop a format for a written proposal
  - Review written proposal(s) and make recommendations to Director of Social Action and Partner agency Executives
- Assist in maintaining records, surveys, and statistics for grant purposes and assist the Shalom Park Partner Executives as needed in the compilation of information for grant submission and reporting.

### **Decision Making by Co-determination:**

The Social Action Coordinator makes independent decisions when necessary regarding responsiveness to program user needs and concerns regarding program content and delivery and program materials needed. The Social Action Coordinator communicates on a regular basis with and openly receives the guidance and direction offered by the Director of Social Action of the LJCC, who serves as the conduit of information to the CEO of the LJCC when necessary on decision making regarding the daily functioning of the Shalom Park Social Action partnership programs, apprising the Director of Social Action and when necessary, the CEO of the LJCC in a timely manner of any challenges currently being faced.

## **REQUIREMENTS:**

- Bachelor's degree or equivalent combination of education and experience.
- Minimum of 1-2 years' experience in program development and administration in a community based setting.
- Demonstrated proficiency with computer software: including MS Word, Excel, Publisher, and Outlook.
- Demonstrated effective written, verbal and interpersonal communication skills; customer-service orientation with specific strength in diplomacy and discretion strongly preferred.
- Demonstrated ability to work effectively, both independently and as part of a team.

### **Knowledge, Skills and Abilities Requirements:**

The Social Action Coordinator must:

**Demonstrate skills in** project management, leadership, and high level of organization, attention to detail, resourcefulness, general office acumen, creative thinking, and flexibility, excellent verbal and written communication skills, and effective interpersonal skills necessary to work with adults of all ages.

**Possess knowledge of** or willingness to learn, Judaic culture and traditions including but not limited to Jewish holidays, rituals, and customs as well as a familiarity and interest in Social Action/service to community.

**Possess the ability to** articulate the influences of Judaic culture on our programs to program users and staff. Be sensitive to cultural differences, demonstrate flexibility and enthusiasm in work style, create a positive and harmonious workplace, effectively manage time and responsibilities, and understand individual leadership styles and their influence on the well-being of the department staff.

Must also have the ability to work as part of a team with other staff members and program users. Must promote high standards of program excellence; resolve conflict effectively and demonstrate maturity as well as the ability to get along with a variety of people; respond effectively to constructive criticism and give constructive feedback to colleagues, and ensure that an environment that fosters maximum physical, social, cognitive and emotional development is developed and maintained.

**Job Type:** Part-time (8-15 hours per week)