



Teen Engagement Manager

ABOUT THE JCC EAST BAY

The JCC East Bay is a welcoming home for people of all ages and life stages. Inspired by Jewish values, culture, and tradition, we build interpersonal relationships, foster learning and curiosity, and offer accessible pathways to Jewish life. The JCC's core programs include early childhood education and preschool; camp and afterschool programs; teen engagement; older adult activities; intergenerational Jewish holiday celebrations; and ongoing opportunities to connect with Jewish life and our richly diverse community. The JCC East Bay operates from five locations: our full-service building in Berkeley, afterschool programs at Joaquin Miller Elementary, Thornhill Elementary, and Hintil Kuu Ca School in Oakland, and administrative offices on our soon to be flagship campus in Oakland.

POSITION SUMMARY

The Teen Manager will report to the Director of Community Engagement. This part time role will manage the administration, planning and production of the teen program at the JCC East Bay, as well as support the execution of various community engagement events. Due to the nature of these programs, many events take place on Sundays. Therefore, a flex schedule is accommodated.

Teens

- Lead recruitment, enrollment, and retention efforts for all teen program offerings including but not limited to JJE, the B'Mitzvah Way and other general offerings.
- Develop curriculum for JJE and lead sessions.
- Support a small group of teens for The B'Mitzvah Way program.
- Plan and implement a special transition program for 4th-5th graders in the Berkeley Afterschool program.
- With the Berkeley Afterschool team, assist in developing 1-2 specialized events for 4th and 5th grade students and their families.
- With the Director of Community Engagement, support ongoing teen parent engagement experiences.
- Cultivate meaningful relationships with tweens and teens throughout all programs.
- Identify opportunities to expand the reach and impact of JCC East Bay teen programs through effective collaboration with community partners.
- Purchase all food and supplies for teen programs.
- Support the professional development of *Madrichim* in their afterschool program work.

- Coordinate and plan retreats for teens and tweens with Wilderness Torah, and make sure the sessions are aligned with JCC programs.

Events

- In partnership with the Director of Community Engagement, develop events for teens and parents that allow them to engage more deeply with the JCC East Bay and support the strategic direction of the organization.
- Attend and assist with set up/strike, logistics, curation, and administrative duties for select Community Engagement events.
- Support Director of Community Engagement in marketing and outreach communications for programs and events.
- Work with Facilities staff to determine room setups, staffing, and other event logistics.

Older Adults

- Host monthly luncheons for the Older Adult community.
- Collaborate with Afterschool and Preschool to develop and execute intergenerational programs.
- Support the Director of Community Engagement in planning and preparing Older Adult holiday luncheons (twice a year).

Additional Duties

- Support Director of Data Strategy to gather, enter, and update information about community engagement and older adult participants in Salesforce.
- Assist in the development of evaluation tools to assess program strengths and to identify areas for improvement.
- Other duties as assigned by the Chief Jewish Learning Officer and Director of Community Engagement.

REQUIRED MINIMUM QUALIFICATIONS

- 2+ years of experience with content-based events and program coordination.
- Experience planning and executing small- and large-scale events.
- Experience working with different stakeholders including venues, non-profit partners, artists, speakers, vendors, etc.
- Bachelor's Degree, or equivalent experience.
- Ability to work a flexible schedule, including some night and weekend events.
- Excellent interpersonal, written, and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Strong customer and community service experience.



- Knowledge of the Jewish community, holidays, and traditions.
- Comfort working collaboratively as well as independently.
- Able to plan in advance, create timelines, and meet deadlines; skilled at managing multiple tasks simultaneously and working with quick turnarounds.
- Computer literacy with strong competency in Microsoft Office and Google Suite.
- Ability to look at the big picture and develop insightful, creative solutions.

This is a part time role (20 - 30 hours/week). The salary for this position is \$32.00 - \$34.00 per hour. Excellent benefits including medical, dental, vision, vacation, sick pay, and holidays (including Jewish).

The JCC East Bay is an Equal Opportunity Employer and makes employment decisions on the basis of merit. JCC East Bay policy prohibits unlawful discrimination in accordance with federal, state, and local laws. The JCC East Bay complies with the Americans with Disabilities Act and is committed to providing reasonable accommodations for people with disabilities. If you require particular accommodations during the application and interview process, please inform us of your needs so that we can provide accordingly.

Systemic inequities in hiring have caused women, people of color, LGBTQ+ folks, and others to apply to jobs only if they meet all of the qualifications. The JCC East Bay encourages you to apply anyway, as no one ever meets 100% of the qualifications. We look forward to your application.