

Manager of Community Engagement

ABOUT THE JCC EAST BAY

The JCC East Bay values *hachnasat orchim* (providing a welcoming home) for people of all ages and life stages. Inspired by Jewish values, culture, and tradition, we build relationships, foster learning, and offer accessible pathways to Jewish life through programs for children, teens, families, adults, and older adults. After decades of operating our suite of programs in North Berkeley, we will be opening a new home for East Bay Jewish life in the summer of 2026 in Oakland. Our new campus will offer programs and activities to spark creativity, nurture identity, and weave together diverse generations, cultures, and organizations—including voices from across global Jewry—into a living tapestry of culture, learning, and *kehilla* (community) connections. Our future flagship campus in the Rockridge neighborhood will house our administrative offices and our award-winning preschool opening in the fall of 2026, and we will retain afterschool programs in Berkeley and in several Oakland public schools.

POSITION SUMMARY

The Manager of Community Engagement plays a central role in bringing the JCC East Bay's vision to life as a vibrant hub for Jewish arts, ideas, and culture. This role is responsible for executing a dynamic, year-round calendar of programs, cultivating and managing partnerships, and ensuring a high-quality, welcoming experience for diverse audiences.

Reporting to the Director of Community Engagement and working closely with internal teams and external collaborators, the Manager supports the production of 50-65 annual programs, including performances, lectures, workshops, and community gatherings, while helping build sustained pathways for engagement across all ages and backgrounds.

Responsibilities:

Program Production & Execution

- Lead day-to-day production and execution of public programs (approx. 3-6/month at peak).
- Manage daytime classes and scheduled community meet-ups
- Coordinate logistics including scheduling and run-of-show development, talent/artist coordination, and space setup and technical needs (in collaboration with ops/AV staff).
- Serve as on-site producer for events, ensuring smooth operations and strong audience experience.
- Manage schedule with Event Manager and Facilities team to ensure smooth set-ups and break-downs.
- Support development and implementation of programming calendar.

- Track attendance, participation, and program feedback

Partnership Development & Management

- Cultivate and maintain relationships with local cultural organizations, artists, and community groups.
- Develop and maintain a portfolio of partners to co-create programs and deepen audience engagement in partnership with Director of Community Engagement
- Support coordination of co-presented programs with key partners.
- Manage communication, timelines, and deliverables with partners.
- Identify opportunities for new audiences and cross-promotion.

Community Engagement & Audience Development

- Help build consistent engagement pathways for older adults, families (in collaboration with Director of CE and Family Engagement Director), and young adults (in collaboration with Teen Engagement Manager).
- Support outreach strategies to attract new and unaffiliated participants.
- Ensure programs are welcoming and inclusive of diverse Jewish identities and broader community participation.

Program Development Support

- Contribute to ideation and planning of hands-on Chagim programs, Shouks (bi-annual holiday markets), and cooking workshops and cultural classes.
- Research artists, speakers, and program trends in Jewish arts and culture.

Operations, Tracking & Administration

- Maintain program calendars, timelines, and internal planning documents.
- Track key metrics including attendance, revenue (when applicable), and partnership engagement.
- Coordinate with marketing team on program details and deadlines.
- Assist with budget tracking for individual programs.

QUALIFICATIONS

- 3–5 years experience in programming, event production, or community engagement.
- Strong project management and organizational skills; ability to manage multiple events simultaneously.
- Experience working with artists, educators, or community partners.
- Excellent interpersonal and communication skills.

- Ability to work occasional evenings and weekends for programs.
- Familiarity with Jewish culture, calendar, and community life (preferred but not required).
- Experience in arts, cultural, or nonprofit settings strongly preferred.
- Able to move programs from idea to reality efficiently.
- Comfortable working across diverse partners and communities.
- Strong logistical planning and follow-through.
- Thrives in a growth environment.
- Availability for regular evening and weekend hours tied to program schedule.

The salary range for this position is \$65,000 - \$75,000 annually. This is a full-time, exempt position working approximately 37.5 hours/week, with flexibility. On-site presence is required for most events. 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. We are committed to employment equity throughout all levels of the organization. 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.