

Position: Events Manager

Office Location: 5987 Bathurst St, Toronto, M2R 1Z3

Job Type: Full Time (40 hr/wk.)

Organization: Jewish Russian Community Centre of Ontario (JRCC)

Report to: Chief of Operations

JRCC of Ontario offers a variety of events and holiday programs to increase community awareness, engagement and sense of belonging to Jewish values and Jewish identity. We are growing and looking for Events Manager to join our leadership team, develop, manage and collaborate in planning and execution of JRCC programs and events.

Responsibilities:

Operational and administrative functions: Develop and maintain full year cycle event schedules, develop project plans, checklists, and processes; coordinate locations, confirm and book venues; seek and coordinate event contributors; hire and coordinate support team; oversee and ensure smooth operation of events and programs; serve as the primary point of contact for all involved vendors and staff

Outreach and communication: Build and maintain relationships within the community to boost community participation; create and deliver e-flyers/ads/posters; manage social media campaigns to promote the event; lead volunteer efforts on marketing

Management: Develop and oversee budget; recruit and coordinate volunteers; coordinate and collaborate with local branch management; research market trends; prepare reports after events and suggest improvements; manage and coordinate “Shluchim farbreingens”

Requirements:

- Deep appreciation and knowledge of Jewish values, culture and traditions
- Fluent, high level of speaking, writing, reading English – a must
- Bachelor’s degree - a must
- Hebrew/ Russian speaking – a strong asset
- Proven track of 3-5 years in event planning – a must
- Superior personnel management, strong leadership skills, partnership and collaboration skills
- Self-starter, well organized, detail-oriented and capable of prioritizing numerous tasks
- Availability to work evenings and weekends when required
- Excellent computer orientation and knowledge: Outlook, Word, Excel, and databases

Please send your resume to: resume@jrcc.org

Only relevant candidates will be contacted. Review of applications will continue until the position is filled.

No phone calls please.