

Position: Projects Coordinator

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

Job Type: Full Time (40 hr/wk.; must be available to work evenings and Sundays, as required)

Organization: Jewish Russian Community Centre of Ontario (JRCC)

Report to: Chief of Operations

JRCC of Ontario offers a variety of community programs (i.e. free tax clinic) as well as holiday programs and events (i.e. Lag Baomer event in the park) in the goal of increasing awareness and attachment to Jewish values and identity. We are growing and looking for a project coordinator to become an integral team member and take an active part in the development and execution of JRCC programs and events.

Responsibilities:

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

Outreach and communication: Build and maintain relationships within the community to boost attendance levels; create, print and deliver e-flyers/ads/posters to the community in collaboration with publications department; develop effective channels to promote programs and events

Management: Budget management; recruit and coordinate volunteers; coordinate and collaborate with local branch management; prepare reports after events and suggest improvements; take an active part in organization-wide planning and processes

Requirements:

- Deep appreciation and knowledge of Jewish values, culture and traditions
- Fluent, high level of speaking, writing, reading English – a must
- Hebrew/ Russian speaking – a strong asset
- 2-3 years of experience in project coordination/management – a must
- Strong communication skills, partnership and collaboration skills
- Self-starter, well organized, detail-oriented and capable of prioritizing numerous tasks
- Bachelor's degree - an asset
- Excellent computer orientation and knowledge: Outlook, Word, Excel, social media, 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.