



Jewish Family Service Special Needs Partnership Community Organizer Job Description

Hours: Full Time

Purpose:

- To create opportunities to educate and raise awareness in the Jewish Community regarding persons with Special Needs and their families to facilitate greater opportunities for their inclusion and involvement in all aspects of community life.
- To help implement the Special Needs Partnership Strategic Plan
- To partner with Jewish Family Service and other area providers, institutions and various constituencies to efficiently provide necessary resources and support to the community's target audience.

JOB RESPONSIBILITIES

Accountabilities/Key Performance Indicators:

- Serve as a resource for families who have children with special needs
- Assist and coordinate with the Special Needs Partnership Leadership Committee and its subcommittees
- Track actionable data and insights to support projects
- Expand volunteer base
- Execute current programs as well as consider new programs for families and professionals
- Update the Special Needs Partnership Leadership Committee, JFS Board of Directors, and JFS Staff on the progress of the Special Needs Partnership
- Catalog internal and external resources within the local and national Jewish community
- Help author grant proposals
- Partner with JFS Staff and Jewish Schools and organizations
- Oversee department budget

QUALIFICATIONS/CAPABILITIES

Education/ Experience:

- Experience in community organization, including planning, working with committees and lay leaders, program coordination and development
- Strong interpersonal skills
- Working knowledge base in project management
- Ability to work independently and in a team environment
- 3 Years of Practical Experience working with people in education and community outreach
- Experience in working with persons with intellectual and/or developmental disabilities
- Bachelor's Degree or Master's Degree in related field

Technology:

- Computer Literate: Word, PowerPoint, Excel, E-Mail, Web and Social Media skills, etc. Ability to learn new technology