



# The Jewish Federation OF EDMONTON

## **Job Advertisement – The Jewish Federation of Edmonton**

**Job Title: Education and Engagement Specialist (Part-time, 6 month contract)**

The Jewish Federation of Edmonton is seeking a relationship builder with a passion for Jewish engagement and program development! As the central community organization bringing community interests together, you will be joining a team of professionals who are ensuring Jewish continuity and an enriched Jewish cultural life. Your ideas and enthusiasm will ensure that current initiatives are supported while new ones are curated in collaboration with volunteers, partners and within Covid-19 guidelines.

### **Duties and Responsibilities:**

- Development of PJ library /PJ Our Way program including event planning, building relationships with parent volunteers and community partners, and cultivation of sponsorship
- Development and execution of outreach initiatives and programming
- Support of the programs and activities of the Holocaust Education Committee including liaising with EPSB teachers and department heads for virtual symposium, support of virtual Yom Hashoah ceremony, administrative support
- Support of the Strategic Planning Committee including but not limited to survey distribution, seeking and booking focus group participants and liaising with interviewees

### **Minimum Qualifications:**

- College, University or other Professional certification
- Minimum two year's experience in a relevant position
- Experience in program development, implementation, and evaluation
- Experience in the non-profit and fundraising environment
- Ability to work well in a team environment, effective interpersonal skills, demonstrating a strong capacity to work independently and collaboratively, under minimal supervision
- Experience establishing, developing and maintaining key relationships with multiple stakeholders including volunteers and community partners
- Proficiency in Microsoft Office, Excel, Outlook, Social Media platforms
- Excellent English written and oral communication skills, attention to detail

- Willingness to work evenings and some weekends, travel as required;
- Knowledge of the Jewish Community an asset. Knowledge of Hebrew and Russian an asset.

**Employment Details:**

The Jewish Federation of Edmonton is an equal-opportunity employer. This is a part-time, 20-hour a week position. Remuneration will be commensurate with experience. Please forward resumes by February 10, 2021. Position to start mid February.

**Contact Info:**

To apply, or for more info, please contact:

CEO, The Jewish Federation of Edmonton, 100, 10220-156 St. Edmonton, AB T5P 2R1 or  
[ceo@edifed.org](mailto:ceo@edifed.org).