



Kol HaNeshamah Job Announcement

Progressive Synagogue Community in West Seattle

6115 SW Hinds Street Seattle, WA 98116

Job Title: Program Coordinator Reports to: **Executive Director**
Schedule: Full Time, Tues-Sat as well as Jewish holy days & frequent evenings
Compensation: \$50K-\$55K DOE, sick & vacation leave, modest benefit package

Kol HaNeshamah is seeking a kind, flexible, resourceful and thoughtful person to coordinate work that promotes Jewish community cohesion, resilience, safety, social justice and our “open tent”.

Community Visibility & Response Events and Activities

- Implement publicity and advertising plans
- Track and execute logistics, such as permits, signage, supplies, etc for community events
- Identify and secure venues
- Prepare thank you letters and materials
- Set up and take down for events and activities at KHN and remote locations
- Prepare outreach and informational materials
- Follow up with contacts made at events
- Coordinate security measures for events including registrations, name badges, security staff, coordination with law enforcement and other tasks

Anti-Semitism Response Support

- Make warm referrals to community resources (ADL, JFS) as needed
- Follow up to requests for support in a timely manner
- Assist people in the development of safety plans for school and community settings
- Coordinate with school staff, coaches as needed
- Assist Rabbi to schedule meetings with individuals and families
- Assist Rabbi to provide resources for stabilization and crime victim response
- Assist KHN leadership in community relations after a notorious or local bias incident
- Provide logistical and tactical support for services, observances, trainings, classes and programs
- Integrate outreach and education info into everyday materials, produce, disseminate and track
- Work with volunteers, staff and lay leadership as appropriate

Security & Accessibility

- Work with leadership to implement safety measures that are equitable, loving and secure
- Maintain security protocols and systems such as database of members and guests, registrations, name badges, door codes, safety walk throughs, volunteers for events and programs
- Open and close building/venues for services, events and meetings using security protocols
- Identify and implement measures to expand accessibility to members and unaffiliated Jewish people (i.e. language, physical building, chemical sensitivities, and other equity issues)
- Assist with administering the Community Security Pool funds

Additional Tasks

- Maintain program reporting database and complete paperwork in a timely fashion
- Recruit and coordinate volunteers to meet program goals
- Participate in staff meetings
- Participate in community meetings and events as assigned
- Additional tasks as assigned to complete project work

Required Qualifications

- Kind and welcoming demeanor
- “Roll up your sleeves” attitude
- Familiarity/competence with Jewish history and cultural and religious traditions
- Trustworthy, able to respect confidential matters
- Familiarity with office organization techniques
- Independent worker
- Capable of multitasking; strong time management
- Well-organized, detail-oriented
- Strong writing ability
- Excellent verbal communication
- Proficient with computers, especially in MS Office
- Ability to lift 50 pounds
- Have own transportation or skilled with public transportation

Preferred Qualifications

- Understanding of crime victim advocacy principles and history
- Familiarity with King County, WA area Jewish organizations
- Experience working with youth and families
- Understand systems of oppression in relation to crime victim vulnerability, particularly anti-Semitism, racism and sexism

This person will work with youth and children and will be required to pass a background check.

Application process To apply, please send your résumé, a cover letter and the names of two references (or include two letters of recommendation) to execdir@khnseattle.org, Email subject: Program Coordinator Search. Please use the cover letter to introduce yourself and share why you would be a great candidate for this role. Do not include your cover letter or résumé in the body of your email.

Position open until filled and applications reviewed as received. Applications received by 10.25 will be given priority consideration. Applicants will be asked to complete an ‘in box’ exercise and interview with a hiring committee. We hope to have the new position in place by the end of November.

EEO | Kol HaNeshamah is an equal opportunity employer and actively seeks a diverse pool of candidates. People of color, women, transgender and gender non-conforming folks, differently abled, and LGBTQ+ candidates are encouraged to apply.