

JIMENA San Francisco Program Coordinator

JIMENA: Jews Indigenous to the Middle East and North Africa
San Francisco, CA

Job Description

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of the staff and board.

The Organization:

Based in San Francisco, JIMENA's mission is to achieve universal recognition for the heritage and history of the 850,000 indigenous Jewish refugees from the Middle East and North Africa. Our programs aim to promote in the greater public a more nuanced understanding of the centrality of Jewish heritage to the makeup and history of the Middle East and North Africa. A primary goal of JIMENA is to perpetuate and transmit the vibrant and flourishing culture and contributions of Mizrahi and Sephardic Jews. Members of our Speakers Bureau have provided testimony at the UN Human Rights Council, US Congressional Human Rights Caucus, European and Italian Parliaments, Israeli Knesset, British Parliament and over 200 Universities and community centers in North America. JIMENA carries out its programs in college campuses, community centers, high schools, synagogues & churches, private homes & clubs, the internet, and public institutes in California and in other North American regions and cities.

The Job:

JIMENA's San Francisco Program Coordinator will help us accomplish our mission and sustain the continued growth of JIMENA's by managing and coordinating our local San Francisco Bay Area programming in addition to our national November 30th activities. This person will be required to coordinate and implement our Bay Area activities, including but not limited to speaking engagements, campus programs, and community partnerships and events. This individual will also lead SF Young Leaders board programs and committee meetings. The ideal candidate has a proven track-record in program design & management, event planning, volunteer management, community engagement and will possess uniquely strong communication and interpersonal skills. They will demonstrate exceptional ability to be a thoughtful, persuasive, and enthusiastic public advocate for JIMENA's mission, vision, and key program activities.

Job Responsibilities:

- **Program Planning/Implementation:** Lead role in coordinating and implementing JIMENA's programming in the San Francisco Bay Area to ensure quality and efficiency. Bay Area programs include our Speakers Bureau, Student and Young Adult Engagement, and Campus Engagement. This individual will also spend a

significant portion of their time coordinating JIMENA's National Mizrahi Commemoration Day activities. Regularly update shared google docs.

- **Financial, Personnel, and Operational Management:** Assist JIMENA staff and stakeholders in JIMENA's administrative management. Help oversee and manage volunteer committees. Identify and cultivate interns, volunteers, and young adult lay leaders.
- **Networking and Diplomacy:** Represent JIMENA in various functions including public events, conferences, and other community meetings as needed. Engage in networking and community building to expand JIMENA's organizational partnerships and alliances. Manage JIMENA's LA newsletter and contribute towards its social media campaigns.

Qualifications:

- Commitment to education and advocacy on behalf of Jewish refugees from Arab countries and Iran and can clearly and passionately articulate the issues surrounding Jewish refugees from Arab countries and Iran
- Outstanding oral presentation, written communication, and networking skills – with the ability to inspire, engage and motivate
- Proven professional track record in non-profit environment; experience in program management, campus engagement, event planning, and community relations
- Detail-oriented, highly organized and resourceful with ability to prioritize, multi-task, take initiative and handle pressure
- Self-motivated and able to work independently. A confident decision maker is a must
- Leadership experience with recruiting and managing volunteers
- Familiarity with Northern California Jewish community
- BA required; graduate degree preferred

If Interested:

- Send email to info@jimena.org Include in the Subject Line: San Francisco Program Coordinator
- Include resume, brief cover letter explaining why you're interested and qualified, availability and references

Learn more by visiting: www.jimena.org