



Position: JIMENA's Program Coordinator

Job Description

This 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 conditions. Position descriptions are revised to meet the changing needs of the organizations at the sole discretion of the staff and board.

The Organization:

Based in San Francisco, California JIMENA is the primary Jewish-American organization educating and advocating on behalf of the one million Jewish refugees from North Africa and the Middle East, and their Mizrahi and Sephardic descendants. JIMENA serves a thought-leader and resource center for multiple institutions advancing the history, heritage, needs, and rights of Mizrahi and Sephardic Jews. Through the advocacy arm of JIMENA, we are committed to advancing Jewish communal and public policies that officially recognize and prioritize the basic needs and rights of former Jewish refugees from Arab countries and Iran. JIMENA's Education and Engagement initiatives serve as a resource to empower and enrich the communities and institutions we serve. Through our partnership model, we serve as an access point for Jewish and non-Jewish institutions and leaders to be provided with content, information, thought leadership, and communal support for the ongoing internalization and integration of Sephardic and Mizrahi heritage into organizational projects, programming and priorities. JIMENA also serves as a convener and hub to help North American Sephardic and Mizrahi leadership learn and work together in order to strengthen our respective institutions and leadership capacities. We invite you to learn more about JIMENA programs by visiting www.jimena.org.

The Job:

Reporting to JIMENA's Program Director and working remotely, the Program Coordinator will help sustain the continued growth of JIMENA by assisting JIMENA's Program Director and Director of Community Engagement in the creation and implementation of well-established and newly created JIMENA initiatives. This individual will be required to assist in coordinating a variety of global in-person and virtual meetings and events and will also help with administrative tasks. The ideal candidate will possess very strong interpersonal skills with a demonstrated passion and experience in communications including social-media and web-based conferencing. This position is great for an adaptable individual who enjoys research and is comfortable taking detailed direction while simultaneously having the confidence to self-start, problem-solve, and work independently. They will demonstrate exceptional ability to be a thoughtful, persuasive, and enthusiastic public advocate for JIMENA's mission, vision, and key program activities.

Essential Functions

- Assist JIMENA's Program Director and Director of Community of Engagement with multiple tasks as needed. Daily and weekly responsibilities will fluctuate based on JIMENA's active programs and the needs of JIMENA staff.
- Represent JIMENA in various functions including public events, conferences, and other community meetings as needed.
- Under the direction of JIMENA staff, coordinate various activities of JIMENA's core programs and set priorities for successful program implementation.
- Manage marketing and outreach of select programs and campaigns at the discretion and oversight of JIMENA's staff; assist with social media.
- Assist with scheduling and administrative tasks such as research, database management, mailers, and remote office organization.
- Communicate regularly with JIMENA's large network of volunteers, community partners, contractors, and stakeholders.

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
- Detail-oriented, highly organized and resourceful with ability to prioritize, multi-task, and take initiative
- Self-motivated and able to work independently and as part of a team. A confident decision maker is a must.
- Bachelor's degree required; at least 2 years of experience directly related to the duties and responsibilities specified.
- Social media savvy with an eye on aesthetics and high-quality graphics. Must be comfortable in Google Workspace, Zoom, Canva, WhatsApp, and diverse mainstream social media platforms. A big plus if you are ahead of the social media game but still happy with good old email and telephone. A quick learner of database management and web-based communication software.

Compensation range 50,000 – 60,000 depending on experience and location

Benefits include medical, vacation, sick pay, holidays (including Jewish), and retirement plan.

TO APPLY

Please send a copy of your resume with a cover letter to info@jimena.org. Include in the Subject Line: Program Coordinator. We encourage you to send over 1-3 work samples so we can get to know you. All applications and inquiries will receive a response and will be kept strictly confidential.

*** Please Note - Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered.