



Position: East Side Jews Coordinator

Type: Part-time

Start Date: June 2019

ABOUT EAST SIDE JEWS

East Side Jews is an irreverent, upstart, non-denominational collective of Jews living on Los Angeles' east side. We take Jewish traditions you've never heard of and create edgy, engaging programming at venues you've always wanted to try. We are creatives and seekers who are captivated by the magic of real connections and new takes on ancient traditions.

East Side Jews hosts several events throughout the year, including our monthly Last Sabbath dinners at popular east side restaurants and venues. Our signature Down to the River event each fall spins a new take on the tashlich ritual on the banks of the LA River. Other pop-up events have included Master Debater (a Chanukah-themed high school-style debate on the essential questions of our time), Promise & Ruin (incredible story telling in a backyard setting on themes of love and loss for Tisha b'Av and Tu b'Av), Truth or Dairy (a nitrogen ice cream-centered take on Jews' relationship with lactose and Shavuot), and many more. We love creating programs for unpopular holidays at unlikely venues.

Originally conceived at a Reboot summit, East Side Jews now has a [permanent home as a program](#) of the Silverlake Independent Jewish Community Center (SIJCC).

POSITION OVERVIEW

The East Side Jews Coordinator works in close conjunction with the dynamic ESJ community to cultivate meaningful relationships and activate community members' passions and skills to develop creative programming.

Our unorthodox events are warm and welcoming, but also offer rich and thought-provoking content and an opportunity to engage with the east side neighborhoods.

The role of the ESJ Coordinator is to build and maintain personal relationships and keep a finger on the pulse of potential partners and venues on the east side as well as execute ESJ programming.

This is a part-time role with hours fluctuating based on the program calendar and time of year. As our programs grow, there's a possibility that this role could also grow into a full-time role, depending on organizational needs.

This role is perfect for an individual who has a strong personal sense of their Jewishness, but may not connect with the classic synagogue expression of it. Strong event management skills and ideation are required for success. The person in this role is definitely a people person who understands the culture on the east side and who has ties here. They are innovative and excited about developing an unconventional Jewish community Jewish community.

CORE RESPONSIBILITIES

- Manage relationships among East Side Jews and grow the ESJ community
- Plan and execute monthly “Last Sabbath” events
- Plan and execute at least 6 pop-up events each year
- Coordinate with SIJCC leadership around strategy and events
- Collect data for SIJCC use and for reporting to our funders
- Assist with grant proposals and reports to support the ESJ community
- Be an emissary of ESJ’s dynamic and thought-provoking approach to Jewish life

CANDIDATE QUALIFICATIONS

Required:

- Strong relationship building skills, both one-on-one and in a group
- Excellent public speaking skills
- Ability to set a vision and work relentlessly to attain it
- Ability to be flexible and easily adapt to a quickly moving environment
- Self-starter; can take initiative and ownership of a task from beginning to end
- Excellent written and verbal communication skills
- Excellent attention to detail and organizational skills
- Excellent interpersonal skills
- Familiarity with Jewish culture and knowledge of holiday cycle and traditions
- Event management experience
- High school diploma

Strongly Preferred:

- Existing relationships and understanding of the east side of LA
- A passion for innovative arts and cultural programming

Preferred:

- Bachelor’s degree

COMPENSATION

- Hourly wages will be commensurate with experience.
- We anticipate this position will be approximately 10-20 hours per week depending on the intensity of the programming calendar.

TO APPLY

Interested candidates should send a resume and cover letter in PDF format with “ESJ Coordinator” in the subject line to jobs2@sijcc.net.

In the cover letter, please:

- Explain your interest in this position
- Describe how your experience and background fits with the requirements for this job
- Mention how you heard about this opportunity

ABOUT SILVERLAKE INDEPENDENT JEWISH COMMUNITY CENTER

Silverlake Independent Jewish Community Center is a leading center for education, arts, and culture on the east side of Los Angeles. We are a home for culture, ideas, and belonging through our core programs, including our early childhood education center, Jewish Learning Center, East Side Jews, community programs, and through partnerships with individuals and organizations throughout Los Angeles. Our approach is grounded in Jewish values of inclusiveness, learning, and community; we celebrate an expression of Judaism that welcomes people of all backgrounds. To learn more about us, visit www.sijcc.net.

SIJCC strives to practice and champion inclusiveness, and we aim to honor the diverse strengths, needs, voices, and backgrounds of all members of our communities. Candidates from systematically marginalized communities are especially encouraged to apply.

Silverlake Independent Jewish Community Center is an equal opportunity employer.