



Program/Event Coordinator & IAJFL Administrator

Job Description

Summary: This position supports the program and event-related components (including print and electronic marketing) of Jewish Free Loan's work, as well as administrative duties of the International Association of Jewish Free Loans (IAJFL) as described below. The Program/Event Coordinator role is under the direct supervision of the Associate Executive Director. The IAJFL Administrator reports to the IAJFL President.

Employment Parameters:

- 15 – 18 hours-per-week
- Three days- per-week
- Hourly position - DOE
- JFL Employee (all paperwork and forms must be completed and on file)
- 90-day probationary period with re-evaluation after three-month period

Primary Responsibilities (JFL):

Coordination of the following programs/event:

- Shabbat Mishpatim Outreach & Education/ Shabbat Mishpatim Luncheon for Donors
- Educational/Fundraising Parlor Meetings
- Pre-Annual Meeting Donor Reception
- Annual Meeting
- Financial Literacy Programming
- Additional Programs, as needed

Responsibility for compilation and execution of various electronic and print communications

- Facebook event creation, monitoring and engagement
 - Social media content population and/or creation
 - JFL website oversight
 - Program book advertisement coordination
 - Event PR
 - Event Invitations
- Other assignments: Assist with other committees and responsibilities as assigned by the Executive Director

Primary Responsibilities (IAJFL):

- Coordinate & staff monthly Executive Committee calls, including recording and distribution of minutes
 - Coordinate IAJFL agency Google list and IAJFL communications
 - Coordinate accreditation process for new & existing member agencies
 - Attend annual IAJFL Conference & execute responsibilities assigned
 - Serve as secondary administrator on IAJFL Facebook page
 - Manage IAJFL Dropbox
 - Update IAJFL website content
- Other assignments: Assist with other committees and responsibilities as assigned by the IAJFL President

Submit cover letter, resume and references to Tina Sheinbein, JFL's Executive Director:

Email: tinasheinbein@jewishfreeloan.org / Fax: (602) 230-0180