



Community Service Program Associate

About the Morris Cafritz Center for Community Service (MCCCS):

The MCCCS, a department of the Edlavitch DC Jewish Community Center (EDCJCC), organizes high-impact volunteer programs that address unmet needs in the Washington, DC area. We partner with over 50 non-profits serving at-risk and in-need residents to provide ways for our constituents to give back. Our programs include regular food prep nights, repairing low-income homes and shelters, opportunities for families with small children, and much more. Last year, our volunteers contributed over 8,200 hours to the community!

About the position:

The MCCCS is seeking an energetic and highly organized individual to join our team as a Program Associate. Working closely with the department's two professional staff members, the Program Associate will support a variety of high-impact volunteer programming that the EDCJCC offers the community, including Behrend Builders projects, major Days of Service, and monthly volunteering. The Program Associate will also assist with the EDCJCC's daily lunch program for seniors.

Your specific responsibilities will include:

Days of Service

- Help with all logistics for Everything But The Turkey (EBTT)
- Coordinate all details and logistics with service sites for December 25th Day of Service (D25)
- Organize donations and programming for Volunteer Lounge during D25
- Assist with all gift-wrapping for D25

Behrend Builders

- Establish and maintain relationships with both individual clients and agencies we serve, including community centers, schools, and non-profit organizations
- Assess and evaluate potential project sites together with the Director of Behrend Builders
- Acquire supplies needed for projects, both through donations and purchasing
- Recruit and communicate with Behrend Builders volunteers and Team Captains
- Provide full administrative support, including maintaining records, processing in-take forms, and tracking receipts and spending

General MCCCS Support

- Maintain the MCCCS Facebook page
- Research and recruit new partner agencies
- Assist with updating and maintaining website and database
- Represent the MCCCS at outside events and programs as needed
- Assist with development functions such as researching and writing grants, preparing major mailings, and cultivating supporters
- Market our programs via community calendars, listservs, etc.
- Other duties as assigned

We want to hear from you if you have the following:

- A minimum of a bachelor's degree
- Valid driver's license (preferable)
- Excellent problem-solving skills

- Superior attention to detail
- Demonstrated ability to take initiative, be proactive and work independently
- Strong writing and e-communication skills
- Ability to work some evenings and weekends
- Flexibility, maturity, impeccable professionalism, and a sense of humor
- Knowledge of Microsoft Office programs (Word, Excel, PowerPoint), social media platforms (Facebook, Instagram), and Google applications
- A genuine interest in providing a meaningful experience for our volunteers

Please note: this position requires the ability to lift up to 25 lbs.

Compensation:

This is a full time, entry-level position ideal for applicants with 1-3 years of work experience. Compensation package includes paid vacation and sick leave, medical and dental coverage, retirement plan match, and EDCJCC pool and gym membership.

To apply: Please send resume, cover letter, and two references to Sonya Weisburd at sonyaw@edcicc.org in one document. No phone calls please.

Application deadline: applicants considered on a rolling basis through September 5, 2017.

The EDCJCC embraces inclusion in all its programs and activities. We welcome and encourage the participation of all people, regardless of their background, sexual orientation, abilities, or religion, including interfaith couples and families.