

**THE KAVANA COOPERATIVE**  
**Job Posting**

Title:	Program Coordinator
Posting Date:	June 2021; application window open through mid-July, with start-date during summer 2021
Reports to:	Rachel Nussbaum, Rabbi and Executive Director (and works closely with Liz Thompson, Director of Operations)
Hours & Pay	Full-time; \$40,000-45,000 salary on an annual basis; this is a one-year position, with the potential to extend.

**About Kavana:** The Kavana Cooperative is a pluralistic Jewish community non-profit in Seattle, with the vision of “empowering participants to create a meaningful Jewish life and a positive Jewish identity.” We were founded in 2006 and still have a “start-up” mentality. Like many start-ups, we work very hard, we’re creative, and we value personal relationships. We are currently seeking a new employee who is open to the adventure of working with us and supporting our work in a variety of ways. For more information about the organization, please see our website: [www.kavana.org](http://www.kavana.org).

**Purpose:** We are looking for a talented and detail-oriented Program Coordinator with values that match ours, to undertake a variety of program coordination and related administrative tasks. The ideal candidate is passionate about Kavana’s mission and interested in supporting a wide range of Jewish educational, spiritual and social justice programs that happen in a variety of locations around Seattle. In this role, you will work closely with Kavana’s staff, educators, and community members.

**Duties and Responsibilities:**

On-Site Support for Weekly After-School Programs:

- Must be available to work from Kavana Headquarters (located in Queen Anne) during our after-school program hours (late afternoons on Mondays and Wednesdays, from October - June). During this time, you will serve as the building lead (opening and closing the space, greeting kids and parents, and providing support to our after-school educators).

Program Coordination (regular tasks):

- Maintain a calendar of programming and track event planning details
- Assist in the scouting and securing of program venues, and coordinate with venue staff for rentals

- Work proactively with program leaders (staff or volunteer) prior to each event, to ensure a smooth experience
- Order supplies and food for programs. (For off-site events, pack and unpack bins for program leaders to take.)
- Draft confirmation and reminder emails to event participants, answer questions
- Assist in planning larger community events, such as the High Holidays, Annual Partner Meeting and holiday celebrations.
- Assist with program evaluation and follow-up, as needed
- Work with other Kavana staff to maintain and update program pages on the Kavana website
- Maintain photo and video archives from programs and events

Day-of Program Support (occasionally):

- Provide event support for larger in-person programs, including Jewish holiday celebrations
- Occasionally serve as a virtual host for Zoom events

**Key Qualifications:**

- Ability to work effectively, both independently and as part of a team
- Ability to track multiple programs at the same time
- Ability to enjoy working in a scrappy “start-up” environment. You won’t have to fill out forms in triplicate to get some staples. (Then again, if you need staples, you might have to go out and get them yourself!)
- Responsibility and reliability
- Detail-oriented (attention to the spelling of names, dates and times, etc.)
- Tech savvy: proficient in full functionality of Zoom and Google Suite; familiarity with database navigation and social media
- Takes pride in a job well done!

**Working Conditions and Benefits:**

- Full-time (40 hours per week), with certain afternoon hours on site, but otherwise flexible schedule.
- 10 days (80 hours) of paid time off (vacation); 5+ paid federal/secular holidays (a list of holiday closures are posted annually); paid sick time consistent with state law.
- Healthcare stipend
- \$50/month phone stipend
- There is a Kavana laptop available for your use.
- There are seasonal peaks in our work -- for example, things tend to be busy around the start of the school year in September, which corresponds to the Jewish High Holiday season. There are also a few larger communal events around other holidays (Chanukah, Purim), and

an Annual Partner Meeting in the spring. Ideally, you will be okay with this ebb and flow and show up, as a team player, during our busy seasons.

- Kavana will reimburse you for mileage monthly, at the Federal POV rate, for all Kavana errand driving you do in your own vehicle; alternatively, we could reimburse public transportation.
- You'll be joining a great team. Kavana employees take great pride in our work, and care deeply about the community we support. Our office environment is flexible, professional, and warm.

**To Apply:**

Interested applicants should email [info@kavana.org](mailto:info@kavana.org) with the following materials, and put "Program Coordinator" in the subject line.

- A cover letter telling us why you want this job at Kavana and how your experience makes you a strong candidate for this position
- A resume or CV
- Two professional references. (You will be notified before references are contacted.)

Kavana is an equal opportunity employer and we are committed to racial equity, accessibility and social justice. This organization does not discriminate in employment opportunities or practices on the basis of race, color, national origin, sexual orientation, disability, sex, age, gender identity or expression, or other status protected by applicable law. Must be a U.S. citizen or have the proper legal documentation to work in the U.S.