

## **Edlavitch DC Jewish Community Center (EDCJCC)**

**Position:** Event Coordinator

**Status:** Full Time, Hourly

**Reports to:** Rentals & Event Operations Manager

**Directs:** N/A

### **Who we are:**

Guided by Jewish values and heritage, The Edlavitch DC Jewish Community Center (EDCJCC) engages individuals and families through its cultural, recreational, educational, and social justice programs by welcoming people of all backgrounds to connect, learn, serve, and be entertained together in ways that reflect the unique role of the Center in the nation's capital.

Located at the corner of 16<sup>th</sup> and Q Streets NW, the EDCJCC boasts a 65,000 square foot historic building offering diverse programs including theater, cinema, social, educational, recreational, professional meetings, and child and family events.

### **Who you are:**

You are positive, motivated, determined, and organized and remain flexible to the changing priorities of the center's programs. You enjoy building relationships with EDCJCC program managers and rental clients and producing a wide range of events. You consistently follow-up and follow through on the large and small details and have exemplary organization skills.

### **About the role:**

The Edlavitch DC Jewish Community Center (EDCJCC) is seeking a full-time hourly Event Coordinator to join our facility operations and rentals team.

The Event Coordinator is responsible for the oversight of internal programs and rental events and serves as the evening/weekend Manager on Duty to ensure a smooth run of show for all center programs. As the lead point person for event clients, they demonstrate impeccable customer service and professionalism, and a dedication to providing a seamless client experience. They are responsible for ensuring that the EDCJCC maintains the highest standard of service and safety.

The Events Coordinator reports directly to the Rentals & Event Operations Manager and works closely with the Facilities Manager and the facilities support team to execute events.

This is a full-time, hourly position and requires regular in-person work on evenings and on weekends.

## **KEY RESPONSIBILITIES:**

- Be the lead manager-on-duty for program operations and event point-person during non-business hours.
- Assist with set-ups and breakdowns for events and ensure quality timely completion by operations crew.
- Run A/V for events including sound, lights, streaming, and screen projections.
- Correspond with EDCJCC programmers through Microsoft Outlook and Teams.
- Manage ParkMobile event sales and provide parking reservation reports to security team.
- Coordinate free parking requests for VIPs
- Participate in weekly schedule operations meetings
- If required, act as the role of event planner by aiding in all communication with clients, agencies, and businesses throughout the process to facilitate a smooth rental experience.
- Schedule EDCJCC programs and events through Salesforce calendar booking system.
- Ensure that event layout/set-up forms are completed in a timely manner for all upcoming events and programs
- Work with EDCJCC programmers to assist with needed logistics for events and programs
- Generate daily schedule of events for the front desk, maintenance staff, the general membership, and visitors
- Coordinate with the Rentals & Event Operations Manager so that all needs are met for the use of spaces and rooms for all programs and events

## **REQUIRED QUALIFICATIONS:**

- Relevant work experience + High School diploma.
- A minimum of two (2) years of experience successfully managing program/event production.
- Proficiency with Microsoft Office applications.
- Experience with CRM and database scheduling applications.
- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Keen attention to detail and organization skills.
- Ability to manage multiple event projects simultaneously.
- A passion for providing outstanding customer experiences.
- Required to stand, walk, stoop, kneel, lift 40 lbs., and assist in the set up and break down of events.
- ABRA certification (preferred)
- Authorized to work in the United States.

## **COMPENSATION AND BENEFITS:**

- Full-time hourly; year-round; on-site
- Competitive salary at \$25 per hour; \$52,000 annually

- The Edlavitch DCJCC offers a comprehensive benefits package, including health and dental insurance, HSA, paid time off, 401K, and transportation benefits.
- Access to free or highly discounted EDCJCC programs, such as Fitness Center and pool membership, language classes, theater productions, film screenings, concerts, volunteer opportunities, and more. Discounts on preschool and early childhood programs.

**To Apply:**

Send an email with the subject line “Events Coordinator” with your cover letter and resume to [tlittlefield@edcjjc.org](mailto:tlittlefield@edcjjc.org). Phone calls will not be returned, and only qualified candidates will be contacted.