

About the Morris Cafritz Center for Social Responsibility (MCCCR):

The Morris Cafritz Center for Social Responsibility (MCCSR), a department of the Edlavitch DC Jewish Community Center (EDCJCC), offers both hands-on volunteer opportunities as well as learning about systemic inequality in our communities. We draw on Jewish tradition to guide us in working towards a more just and equitable world. Our volunteer opportunities are designed to be family-friendly, flexible, and accessible whether you can commit one hour a month or a few hours a week. We offer our volunteers the opportunity to build lasting relationships with agencies and clients over the span of years, or volunteer once and try a different project the next time.

In order to affect true change, we must also correct the systemic injustices prevalent in many sectors of our society, so we invite you to come learn with us about the root causes of inequality and how to bring about change on a systemic level.

About the position:

The MCCCR is seeking an energetic and highly organized individual to join our team as a Days of Service Coordinator. Working closely with department staff, the Coordinator will help us run our three largest annual Days of Service – a Thanksgiving program called Everything But The Turkey (EBTT), December 25th Day of Service (D25), and Martin Luther King Day of Service. Together, these three programs provide hundreds of hours of service to the community and engage over 2,000 volunteers. The Coordinator will be a crucial support to both organizing as well as running these major events.

Your specific responsibilities will include:

- Managing relationships and details for each D25 community site, with continuous follow-up for any missing information
- Assisting with volunteer registration for EBTT, D25, and MLK Day, including responding to questions and inquiries
- Helping track supplies, logistics, and impact data for all three events.
- Staffing all three events (must be able to work all day on November 21, 22 & 23, half day on December 24, all day on December 25, and all day on January 18) including setup and cleanup.
- Assist with program set-up and clean-up for all three events
- Other duties as assigned

We want to hear from you if you have:

- Excellent problem-solving skills
- Solid writing and e-communication skills
- Superior attention to detail
- Flexibility, maturity, and a sense of humor
- Knowledge of Microsoft Office programs (Word, Excel, PowerPoint)
- A genuine interest in providing a meaningful experience for our volunteers

This job requires some amount of physical labor in the set up and take down of events. Candidates must be comfortable standing, walking, and lifting up to 30 lbs.

Duration:

September 14, 2026 – January 19, 2026. Start and end dates are negotiable. Approximately 10-15 hours a week, with some evenings. Hours are otherwise flexible with the option to work from home available.

Compensation:

This is a part-time seasonal position for a total amount of \$35.00 an hour. No benefits are included with this position.

To Apply:

Email Mira Smith, msmith@edcjcc.org with your resume & cover letter, subject line "Days of Service Coordinator First Name. Last Name.

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.