



## KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

[www.jccotp.org](http://www.jccotp.org)

**JOB TITLE: Jewish Family Programs & Events Coordinator**

**SUPERVISOR: Avishag Ravid-Senior Director, Repair the World, Community and Service Engagement**

**STATUS: Part-time, 20 hours per week**

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC on the Palisades (Kaplen JCC) is seeking a professional who enjoys building Jewish community and wants to be a driving force in creating Jewish identity among families with children.

### **KAPLEN JCC ON THE PALISADES**

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

### **POSITION OVERVIEW**

The Kaplen JCC on the Palisades is seeking a creative, energetic, and relationship-driven Jewish Family Programs & Events Coordinator to create meaningful experiences that bring families raising Jewish children together and strengthen their connection to Jewish life, community, and the JCC. This position will focus on developing and implementing engaging Jewish family programs, holiday celebrations, and special events while building relationships with families and creating a welcoming sense of community and belonging.

### **RESPONSIBILITIES AND OPPORTUNITIES**

- Build authentic relationships with current and prospective families to deepen engagement and strengthen community connections.

- Coordinate and facilitate meaningful programming, including pre/post Shabbat experiences, holiday celebrations, and family learning opportunities.
- Help welcome and connect new Israeli families to the JCC and broader Jewish community.
- Support and participate in Heart-to-Heart initiatives that foster meaningful relationships across diverse communities.
- Coordinate outreach efforts and community engagement activities that increase participation and strengthen connections to the JCC.
- Collaborate across JCC departments to integrate Jewish engagement opportunities throughout the organization.
- Develop and support meaningful family volunteer and service opportunities that bring families together around shared Jewish values and strengthen their connection to the broader community.
- Support partnerships with synagogues, schools, community organizations, and other key stakeholders.
- Assist with the implementation and growth of the PJ Library Bergen East program as an important family engagement pathway.
- Oversee and support the PJ Library Parent Connector network, ensuring outreach efforts identify and engage Jewish families who are not yet connected to PJ Library or the JCC.
- Cultivate parent leaders and support community-driven initiatives.
- Assist with communications, including newsletters, social media, and digital engagement efforts.
- Track participation, gather feedback, and support evaluation efforts to measure impact and inform future programming.

## **QUALIFICATIONS & SPECIALIZED SKILLS**

- Bachelor's degree in Jewish Studies, Education, Community Engagement, Event Management, Social Work, or a related field preferred.
- At least three years of relevant experience in Jewish communal work, family engagement, program coordination, event planning, education, or a related area.
- Knowledge of Jewish traditions, holidays, and values, with the ability to create meaningful experiences for families from diverse backgrounds.
- Understanding of the Jewish community in the Bergen East area and familiarity with local Jewish agencies and community resources.
- Familiarity with the JCC and its programs is beneficial.
- Demonstrated ability to build authentic relationships and facilitate engaging programs for families with young children.
- Excellent organizational and project-management skills, with the ability to manage multiple programs, timelines, budgets, and logistical details.
- Strong written and verbal communication skills, including experience with outreach, newsletters, social media, and digital communications.

- Warm, welcoming, collaborative, and inclusive approach, with the ability to work independently and as part of a team.
- Proficiency with Microsoft Office and online registration, communication, and participation-tracking platforms.
- Availability to work occasional evenings, weekends, and Jewish holidays and to travel locally as needed

**SALARY RANGE:** \$35,000

### **BENEFITS**

Complimentary JCC family or Individual membership  
employee discounts on all programs, services and events

This job description is not intended to be all-inclusive, and the Jewish Family Programs & Events Coordinator will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

**TO APPLY:** Please email cover letter and resume to Avishag Ravid at: [aravid@jccotp.org](mailto:aravid@jccotp.org)