

Job Announcement

Commemoration Event Coordinator

May 2019

The Jewish Federation of Greater Pittsburgh seeks an experienced, motivated individual for Commemoration Event Coordinator.

Overall Goals

- Coordinate and execute major event(s) on October 27, 2019 in commemoration of the one-year anniversary of the synagogue shooting, working under the direction of the Director of Jewish Life and Learning
- Work in collaboration with Federation's Events Coordinator and other professional and volunteer leaders, the Long-term Resiliency Planning Committee, and the Resiliency Center on coordination of events.

Primary Responsibilities:

- Organize meetings and surveys to gather input from a variety of constituencies and stakeholders
- Conduct research on sites and vendors to help make decisions about event details
- Coordinate and monitor event timelines and ensure deadlines are met
- Serve as a liaison with vendors on event-related matters
- Work closely with the marketing department and professional staff to create and monitor the marketing timeline
- Provide on-site, day of event management
- Complete follow-up on the event(s), including final contract resolutions, payments, etc.

Skills and Attributes:

- Excellent planning and organizational skills
- Excellent interpersonal and communication skills
- Ability to manage multiple tasks and collaborate with a wide variety of staff and personalities
- Valid driver's license and car required
- Ability to lift at least 30 pounds, squat, kneel and climb stairs

Education/Experience:

Minimum of a Bachelor's Degree and 3 years' experience in event planning and/or Jewish communal work

Schedule and Compensation:

This position is part-time with varied hours week to week, 10-15 hours weekly, which may include evenings or weekends. Additional hours in the week leading up to October 27th. Time limited, through November 1. This position will receive hourly pay for independent contract work.

To Apply:

Qualified individuals may apply by sending cover letter and resume to Deborah McGuire at dmcguire@jfedpgh.org.