



THE JEWISH COMMUNITY CENTER OF LOUISVILLE

Senior Camp Counselor – Camp Specialist

(Career Potential: Program Management, Child Care, Education, Social Services, Camping, Recreation, Sports, Psychology)

Duties:

This position will assist with work with campers of all ages and be the group leader either in a specific group/grade of campers or floating amongst various age/grades of campers. The counselor sees to it that the campers go to and participate in all activities daily and are actively engaged in each one. The Specialists lead the programs that the campers attend. Both positions require the same level of commitment to the campers in seeing to it that the campers are engaged and enjoying their day at camp.

Required:

- Some college preferred
- Some experience working with children
- Previous work experience
- Patience, kind, hardworking, motivated and energetic

Summer Camp Administrative Coordinator

(Career Potential: Communications, Customer Service, Education/Youth Services)

Duties:

- Provide general administrative support for Camp Department and programming including: typing correspondence, arranging meetings and preparing materials and more as needed
- Assists with data entry by updating records and entering information to CampBrain and CSI
- Manage special projects for the camp team
- Maintains email lists for weekly newsletters, create rosters, print schedules, manage print needs of specialists and contractors
- Process payments as needed
- Maintain filing; maintains permanent record of online files as well
- Participates in agency training and special events as required
- Maintains and enforces agency policies and procedures
- Provide excellent customer service
- Provide support for agency-wide functions
- Other duties as assigned

Required:

- Demonstrated knowledge and proficiency in computer skills that include Word, Excel and other Windows related software
- High level of written and verbal skills
- Strong customer service, interpersonal and telephone skills
- Demonstrated ability to work cooperatively and effectively with leadership, staff and community
- Demonstrated data entry and data base management skills

- Demonstrated ability to maintain employee, member and lay leader information at the highest level of confidentiality
- Excellent planning, organization and coordination skills
- Ability to multi-task in a fast paced environment
- Ability to work independently with little or no supervision and as a team member with both volunteers and other employees
- Strong attention to detail
- Ability to identify issues, obstacles, and opportunities and then develop and implement effective solutions
- Professional and courteous demeanor
- Reliable transportation
- Ability to work flexible schedule when needed (M-F)
- Educational Requirement – 2+ years demonstrated experience in the following areas is preferred: administrative support, operations, communications, and/or data entry and customer service.

THE JEWISH COMMUNITY CENTER OF LOUISVILLE

Marketing and Communications Intern

(Career Potential: Public Relations, Marketing, Business Communications)

Duties:

This position will assist Marketing and Community, our newspaper, with a primary focus on content development, creative writing and writing articles that follow AP Style standards. Other duties include reviewing and editing the JCL website to ensure accuracy and timeliness of all content, including programs and events. Review and edit of title tags and meta descriptions on all web content. Partner with the social media coordinator to ensure website content aligns with Google Adword descriptions. Design and edit the weekly eblasts. Writing and editing copy for program marketing.

Required:

- Familiarity with Word Press, Search Engine Optimization (SEO) and digital copywriting.
- Fluent with various social media channels from a business perspective, especially Facebook and Instagram. Experience creating content for brands highly desirable.
- Experience with the Adobe Creative Suite: Photoshop, InDesign and Illustrator. Outstanding written, oral and organizational abilities.
- Studying for a degree in Marketing, Communications, Public Relations, Advertising or similar discipline.

THE TEMPLE CONGREGATION ADATH ISRAEL BRITH SHOLOM

Administrative Assistant

(Career potential: Customer Service, General Business, Event Coordinator)

Duties:

- Provide general administrative support for staff and back up assistance for the receptionist
- Assist with organization of office
- Coordinate with the committees to help engage our members
- Assist in completing check lists leading up to High Holy Days

- Assist in planning upcoming events
- Data entry, correspondence and filing
- Other duties as assigned
- Participate in activities and lend us insight on ways to improve

Required:

- Knowledge and proficiency in computer skills
- Strong customer service, including telephone skills
- Ability to maintain strict confidentiality
- Reliable transportation
- Good organizational skills

JEWISH FAMILY AND CAREER SERVICES

Food Pantry Special Project Analyst

(Career potential: Project Management, Data Analyst)

Duties:

- Assist Data Analyst in creating measurable metrics for the JFCS Food Pantry
- Assist Food Pantry manager to determine the metrics that need measured internally and externally
- Use created metrics to analyze need for pantry, use of pantry
- Work with Data Analyst and Food Pantry Manager to make a proposal for food pantry model that works best with JFCS

Required:

- Attention to detail
- Creative thinking
- Desire to help others
- Good organizational skills