



COORDINATOR OF ADULT PROGRAMMING (PERMANENT FULL-TIME)

POSITION SUMMARY

The Rady JCC is seeking an energetic, organized, and community-minded Coordinator of Adult Programming to join our team. Reporting to the Manager of Programming, this position is responsible for planning, coordinating, and delivering a wide variety of educational, cultural, recreational, and social programs for adults.

The successful candidate is passionate about bringing people together through engaging experiences that foster learning, connection, and community. They are highly organized, thrive in a collaborative environment, and enjoy building relationships with participants, instructors, artists, and community partners. A strong understanding of Jewish customs, traditions, and community life is considered an asset. Occasional evening and weekend work is required.

KEY RESPONSIBILITIES

- Plan, coordinate, implement, and evaluate a wide variety of adult educational, cultural, recreational, and community programs.
- Develop and deliver Jewish educational and cultural programming for adults.
- Identify new programming opportunities based on community interests and emerging needs.
- Assist in the planning and delivery of festivals, special events, and community celebrations.
- Build and maintain positive relationships with participants, presenters, artists, educators, contractors, and community partners.
- Coordinate program logistics, instructors, facilitators, and external contractors in accordance with Rady JCC policies and procedures.
- Work collaboratively with the Membership and Finance teams to ensure accurate program information, registration processes, and participant communications.
- Assist in the preparation of departmental budgets and monitor program expenditures.
- Maintain accurate program records, participant statistics, evaluations, and reports.
- Prepare reports and program outcomes for funding agencies and community partners as required.
- Participate in Centre-wide initiatives, organizational projects, and special events.
- Review and follow up on incident reports related to assigned program areas.
- Perform other related duties as assigned.

QUALIFICATIONS

The ideal candidate will possess:

- Excellent customer service and interpersonal skills.
- Strong organizational, administrative, and project management abilities.
- Experience developing, coordinating, and evaluating programs or events.
- Exceptional communication skills, both written and verbal.
- The ability to build strong relationships with participants, community partners, and stakeholders.
- The ability to work independently while contributing positively as part of a team.
- A commitment to creating welcoming and inclusive experiences for people of all backgrounds.
- Familiarity with Jewish customs, traditions, and community life.
- Experience working with artists, performers, educators, cultural organizations, or community groups is considered an asset.

REPORTING STRUCTURE

The Coordinator of Adult Programming reports directly to the Manager of Programming and works collaboratively with staff across all departments of the Rady JCC.

WHY WORK AT THE RADY JCC?

The Rady JCC is more than just a workplace. It is a vibrant community hub where people of all ages and backgrounds come together to learn, grow, connect, and belong.

As a member of our team, you will have the opportunity to create meaningful experiences that enrich the lives of thousands of members and participants each year while working alongside passionate colleagues who are committed to building a stronger, more connected community.

We offer a competitive salary, comprehensive benefits, professional development opportunities, and a positive, collaborative work environment where your ideas and contributions are valued.

HOW TO APPLY

Please submit your resume to imarjovsky@radyjcc.com by **Wednesday, July 15**.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

The Rady JCC is an equal opportunity employer and is committed to creating an inclusive workplace. We welcome applications from individuals of all backgrounds and experiences.