

About the Morris Cafritz Center for Community Service (MCCCS):

The Edlavitch DCJCC's MCCCS organizes high-impact volunteer programs that address unmet needs in the Washington, DC area. In seeking to make our city a more just, inclusive, and livable place, we provide a way for the Jewish community to connect to our most sacred mandate of repairing the 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 have succeeded if our participants leave with a sense of the great need that exists in our city and the motivation and desire to join with us to continue repairing the world.

About the position:

The MCCCS 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:

- Assist with volunteer registration for EBTT, D25, and MLK Day, including responding to questions and inquiries
- Keep track of details for each D25 service site, with continuous follow-up for any missing information
- Help recruit, train, and communicate with Team Captains for both EBTT and D25
- Staff all three events (must be able to work all day on November 18 & 19, half day on December 24, all day on December 25, and half day on January 21)
- Assist with in-kind donation solicitation and organizing
- Assist with program set-up and clean-up for all three events
- Assist with advertising and outreach for all programs, including through social media
- 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

Duration:

October 22, 2018 – January 22, 2019. Start and end dates are negotiable. Approximately 10-15 hours a week, with some evenings. Full days on November 18 and 19, half day on December 24, all day on December 25, and half day on January 21. Hours are otherwise flexible with the option to work from home available.

Compensation:

This is a contracted position for a total amount of \$3,500. No benefits are included with this position.

To apply: Send resume, cover letter, and two references to Sonya Weisburd at sonyaw@edcicc.org. No phone calls please.

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.