



**Position title:** Director for Emergency Preparedness

**Position Type:** Part-Time 18 hours/week

**Reports to:** Chief Finance and Administrative Officer

**Salary:** \$36/hour

The Edlavitch DCJCC (EDCJCC) is a hub for Jewish culture and community in our nation's capital. Guided by our Jewish values, history, and traditions, the Edlavitch DC Jewish Community Center (EDCJCC) builds and strengthens community by engaging individuals and families of all ages and backgrounds through cultural, educational, recreational, and social responsibility programs.

The EDCJCC is seeking a security director to provide strategic support, oversight and guidance to our security guards, staff and general operations to ensure that security protocols are implemented and maintained to high standards.

- Hire, and train security guards.
- Interface with our facility manager and guards to make sure the connectivity between the systems and the people is working as it should and interface with program leads to understand and appropriately address any security needs beyond day-to-day business.
- Maintain relationships with local law enforcement and Jewish community's security network to stay on top of trends, leverage supports, mitigate potential threats and to gather and provide situational awareness intelligence to leadership.
- Ensure the EDCJCC proactively monitors its security apparatuses (cameras, etc.) in to mitigate risks.
- Lead emergency response planning and coordination including refreshing security protocols and ensuring guards and all staff are trained and practiced at implementing all emergency plans.
- To provide security leadership for large-scale or high-profile events, and to serve as an on-call resource to be available in the event of a true emergency.

This role is part-time (18 hours / week) with flexible hours to be defined in consultation with EDCJCC leadership in a way that allows the director to be a resource to staff, to provide oversight and guidance to the security team and to be a presence for large events.

**Key Qualifications:**

- Prior experience in emergency management and planning with several years of experience in security management and possess strong leadership and communication skills.
- The candidate must be highly organized, dependable, and detail-oriented, with the ability to manage multiple projects and stakeholders at the same time. Proficiency in the MS Office Suite is essential.
- Ideal if candidate has an appreciation of the specific security concerns of the Jewish community.
- The candidate must have flexibility to work some weekday hours and periodic weekend or evening hours for special events.

**Compensation and Benefits:**

In addition to hourly compensation, all EDCJCC employees receive access to free or highly discounted EDCJCC programs, such as Fitness Center and pool membership, language classes, theater productions, film screenings, concerts, volunteer opportunities, and more. Discounts on preschool and early childhood programs.

**To Apply:** To apply, please submit a cover letter and resume to Sophie Kaufman, assistant to the CEO at [skaufman@edcjcc.org](mailto:skaufman@edcjcc.org).

The Edlavitch DCJCC is an equal opportunity employer The Edlavitch DCJCC provides employment opportunities to all employees and applicants without regard to race, color, national origin, religion, sexual orientation, gender identity or expression, age, disability, sex (including pregnancy), personal appearance, genetic information, economic background, political affiliation, marital status, familial status, family responsibilities, matriculation, place of residence or business, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.