



## Position Description

Position title:	Project Coordinator
Type:	Permanent part-time or casual (as agreed)
Reports to:	Kolenu Board and Mekasher
Location:	Co-working/Working from home
Start:	May 2024

### Kehilat Kolenu

Kehilat Kolenu began in the winter of 2012 as a small, informal group, gathering to celebrate Shabbat through a musical, secular practice. In the years since, Kolenu has grown into a vibrant community of more than 500 people across all ages and backgrounds. We provide inclusive and uplifting services for the Chaggim, Shabbat, and Jewish life-cycle events.

#### Our Purpose:

To create a world of greater Jewish engagement, connection, meaning and fulfillment.

#### Our Mission:

To create an active humanistic Jewish community in Melbourne through inclusive, meaningful and uplifting Jewish experiences.

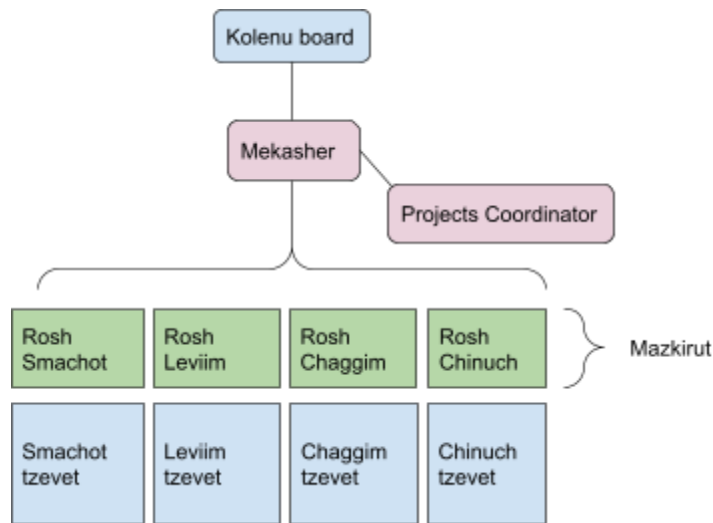
### Organisational structure

Kehilat Kolenu Inc. is an incorporated association and registered charity.

Kolenu's strategy, governance and finances are managed by the **Kolenu board**. The board gives direction to the Community Director (the "**Mekasher**") who in turn realises the board's vision via Kolenu's four volunteer committees (the "**tzvatim**"), which are:

- Tzevet Chaggim: festivals committee
- Tzevet Levi'im: musical committee
- Tzevet Smachot: lifecycle committee
- Tzevet Shabbat: Friday night committee.

Each of these tzvatim is led by a committee leader (the "**Rosh**"). These four Roshim form an executive leadership group (the "**Mazkirut**"), which is managed and directed by the **Mekasher**. Kolenu volunteers are also called "**Nitzavim**", meaning "those who stand up".



## Accountability

The Project Coordinator works closely with and reports directly to the Mekasher.

## Role overview

Kolenu's Project Coordinator is an all-rounder: a strategic thinker, program administrator and logistics focused person. They are a versatile and driven individual, comfortable with a broad range of tasks and a role where every day demands something different.

The Project Coordinator is primarily responsible for managing the behind the scenes admin of Kolenu's projects and working with the Mekasher and volunteers to turn their visions into reality. This may be achieved through administrative tasks, building resources or through supporting the tzvatim and their respective projects. The latter of which involves assisting the volunteer teams to develop and implement projects, providing accountability for organisational management to the Mekasher, and ensuring projects are on task.

## Project Coordinator responsibilities

**This role reports directly to the Mekasher for guidance on priority of responsibilities at any given time. The following is a list of example responsibilities that the role may include:**

### Program Implementation

- Providing logistical support for the Mekasher, Roshim and volunteers - underpinned by robust systems of communication
- Meeting regularly with tzvatim and/or Roshim to help with delivery of programs and events
- Developing and helping tzvatim in achieving their project goals

- Basic program and events administration and management.

### Community

- Implementing a marketing and social media strategy
- Representing Kolenu at community events
- Helping acknowledge and support Nitzavim at Kolenu
- Reporting of incidents or new risks directly to Mekasher
- Being a Kolenu role model: exemplify the values of empowerment, professionalism, agency and organisational excellence.

### Financial

- Supporting the Mekasher with the annual membership drive
- Supporting the Mekasher and Rosh Chaggim with event ticketing (especially High Holidays)
- Collating receipts and documenting expenditures
- Assisting in the formulation and management of project specific budgets.

### Chinuch

- Supporting committees in their development of Jewish content, e.g. siddurim, songs, prayers, source sheets, presentations.

## Selection criteria

### Skills

- **Essential:**
  - **Project management** - able to effectively plan, budget, execute and evaluate projects from start to finish
  - **Communication** - strong verbal and written communication skills
  - **Organisation** - able to work on multiple projects with simultaneous deadlines, details focussed manner, independent and has strong organisational skills
  - **Teamwork** - able to effectively engage and liaise with a range of Kolenu stakeholders and volunteers
  - **Leadership** - Ability to lead, manage and motivate others, ability to use own initiative.
- **Desirable:**
  - **Design** - understanding of basic design principles and use of design software including Canva, Publisher and/or Adobe Suite
  - **Financial** - basic budgeting skills; ability to draft and manage program budgets
  - **Technical** - experience using online communication and logistics platforms such as Mailchimp, Squarespace, G-Suite, Sheets/Excel, Humanitix, Zapier

- **Community** manage key relationships, troubleshoot issues and forge consensus. Knowledge and experience of the Australian Jewish Community.

## Attitudes

- **Essential:**
  - Growth mindset
  - Communicable and relatable
  - Inclusive and open
  - Strategic
  - Will-do attitude
  - Dependable.

## Cultural fit

In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the Kolenu 'Purpose and Mission', and demonstrate an awareness of and passion for humanistic Judaism, community building and secular spirituality.

Kolenu values diversity and encourages applicants from culturally and linguistically diverse backgrounds within the Jewish community to apply.

## Application process

Please submit a CV in addition to either a letter of application, visual presentation or short video (3-5 mins), describing why you are excited about this role, and why you are the perfect fit for it to [Daniel@kolenu.com.au](mailto:Daniel@kolenu.com.au)

Applications close 11:59pm Sunday 21st April 2024.