



JEWISH FAMILY SERVICES ASSOCIATE JOB DESCRIPTION

Position Description:

The Jewish Family Services Associate is a 20 hour a week position that works closely with the Jewish Family Services Director to offer education and social service support to the Jewish Community of Michiana. It is a dynamic position that involves coordinating with Jewish Federation staff and Jewish Family Services volunteers, working directly with community members involved in Jewish Family Service programs, and maintaining confidential records.

Direct Responsibilities:

- Management of transportation program, including scheduling volunteers and clients or community members needing rides to medical and social service appointments.
- Assisting with the maintenance of the Jewish Family Services Food Pantry, including maintaining stock, keeping a regular inventory, and preparing orders for delivery or pick-up.
- Coordination of volunteers for person-to-person calling program, social visitation, and holiday gift-giving programs.
- Assisting with the development and execution of educational programs on a broad range of topics of interest to the Jewish community.
- Maintaining administrative tasks, including contact logs, client progress notes, and monthly program impact reports.
- Attending weekly Jewish Family Service Department and Jewish Federation staff meetings
- Other responsibilities as assigned by the Jewish Family Service Director
- Currently this position can include some remote work from home, and requires some time spent on-site at the Jewish Federation building.

Qualifications and Skills:

- Bachelor's degree in psychology, social work, or a related field
- Strong personal organization skills as well as ability to communicate effectively by email, phone, and in-person to build and maintain relations with clients, volunteers, and other supporters
- Proficiency with Microsoft Office suite, especially Microsoft Word, Excel, Outlook required; experience with database systems is preferred
- 1-2 years of experience in social service, behavioral health, or similar work, as well as familiarity with working in a small office environment
- A valid driver's license

About the Organization:

The Jewish Federation of St Joseph Valley, celebrating its 75th anniversary this year, is the central resource to embrace, connect, and support Jews locally and globally through social services, coordinated fundraising, community outreach, and educational and recreational programming. The Jewish Family Services Department supports the Federation's overall mission by providing helpful and caring services to the Jewish community, infused with Jewish values, to strengthen the lives of our community members.

To be considered for this position, please submit your resume to Rowan Kelley, Jewish Family Services Director at rkelley@thejewishfed.org