



Program Manager

Hybrid (Remote/In-Person) | 25 - 30 hours/week

About JCC SoCo

The Jewish Community Center, Sonoma County (JCC SoCo) nurtures vibrant, inclusive community rooted in Jewish values and culture. For over three decades, we have served community members across Sonoma County — offering senior programming, early childhood education, film festivals, and cultural events. We are proud to be a place where people of all backgrounds come together to connect, learn, and belong. As part of the JCC Association of North America, we are connected to a national network of Jewish Community Centers, bringing broader resources, partnerships, and professional community to our local work.

Position Overview

JCC SoCo is hiring a Program Manager to be a pivotal connection point across our community — running the operational side of our programs, from event logistics and registration to participant recruitment and partner coordination. Grounded in Jewish values and open to all backgrounds, this is a high-impact role: the person in this seat will be a consistent, trusted presence for participants, partners, and sponsors across Friendship Circle, Film Festival, Yom Hashoah, and beyond.

Key Responsibilities

Programmatic Oversight

- Provide cross-program oversight and scheduling coordination across Friendship Circle, Film Festival, Yom Hashoah, and other JCC SoCo programs, ensuring consistency in participant experience and staff practices.
- Help ensure programs reflect JCC SoCo's Jewish values and traditions, while remaining welcoming and accessible to participants of all backgrounds.
- Track program-level metrics (attendance, participant satisfaction, outreach reach).
- Partner with colleagues to align program calendars with marketing and fundraising timelines.
- Support budget tracking for assigned programs, flagging variances.
- Contribute programmatic content and data for grant reports and funder updates as needed.

Program Execution & Operations

- Coordinate and execute community events and programs from initial logistics through on-site support and post-event follow-up.
- Manage registration and membership processes using organizational systems, ensuring accuracy and a smooth participant experience.
- Oversee event setup, breakdown, and day-of logistics, including supervising volunteers or part-time staff as needed.

Outreach & Partner Relations

- Design and implement outreach strategies to recruit new participants and members through community events, partnerships, and direct engagement.

- Nurture individual relationships with program participants, ensuring each person feels seen, welcomed, and connected — reflecting JCC SoCo's mission of community and belonging, rooted in Jewish values of hospitality and connection.
 - Tailor outreach and relationship-building approaches to meet the needs of participants across generations, from young families to older adults.
 - Serve as the primary point of contact with external partners — including venues and sponsors — before, during, and after events.
 - Build and maintain relationships with community organizations to expand JCC SoCo's programmatic reach.
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Qualifications

- 5+ years of experience coordinating or managing community programs, events, or membership-based services, ideally in a nonprofit setting.
 - Strong organizational skills with the ability to juggle multiple programs, timelines, and stakeholders simultaneously.
 - Excellent written and verbal communication skills.
 - Knowledge of and connection to Jewish life, culture, traditions, and peoplehood.
 - Comfort working across generations — from young families to older adults — with an ability to recognize and meet the distinct needs of each.
 - Experience supervising staff, volunteers, or seasonal event teams is a plus.
 - Proficiency in Google Workspace (Gmail, Calendar, Meet, Docs, Sheets); experience with registration/membership platforms or CRM/CMS tools is a plus.
 - Demonstrated commitment to equity, inclusion, and community-centered service.
 - Ability to work occasional evenings or weekends for events.
 - Valid California driver's license and reliable transportation required; regular travel across Sonoma County is expected.
 - Ability to lift and carry up to 30 lbs; setup and breakdown of event materials is part of the role.
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What We Offer

- A collaborative, mission-driven work environment where your contributions matter.
- Hands-on experience in program coordination, community outreach, and nonprofit operations.
- The opportunity to make a real and lasting impact in the lives of Sonoma County community members.
- Discounts on JCC SoCo programs and membership.
- A schedule that respects Jewish holidays and the rhythms of the Jewish calendar.
- Access to a broader network of JCC professionals and resources across the region.
- Immersion in rich cultural programming — from film festivals to community celebrations.

JCC SoCo is an equal opportunity employer.

We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other status protected by applicable law.