



Program Coordinator

Program Coordinator | Part-Time | Hybrid (Remote/In-Person) \$25/hour | 15–20 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 a wide range of 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

We are seeking a motivated and organized Program Coordinator to support the day-to-day operations of our programs and events. JCC SoCo is a community-based organization "without walls" — meaning we don't operate out of a traditional center. Employees work remotely when not on-site, and our events take place primarily in Santa Rosa, with occasional travel to other locations in Sonoma County.

This is an excellent opportunity for someone who cares deeply about community impact and wants hands-on experience in program administration, community engagement, and event coordination — all within a mission-driven nonprofit environment.

Key Responsibilities

- Coordinate and execute community events and programs, from initial logistics through on-site support and follow-up.
- Manage registration and membership processes using our website and organizational tools, ensuring a smooth experience for participants.
- Support the creation and distribution of marketing materials, including flyers, email campaigns, and social media.
- Implement outreach strategies to recruit new participants and members through community events, partnerships, and direct engagement.
- Draft newsletters and program communications to keep participants, sponsors, and partners informed and engaged.
- Coordinate with external partners — including venues and sponsors — before and after events.

Qualifications

- Strong organizational skills with the ability to juggle multiple tasks and deadlines.
- Excellent written and verbal communication skills.

- Proficiency in Google Workspace (Gmail, Calendar, Meet, Docs, Sheets); experience with databases like CRM and CMS platforms 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.

We welcome applicants from all backgrounds and experience levels, including recent graduates and those transitioning into the nonprofit sector.

What We Offer

- A collaborative, mission-driven work environment where your contributions matter.
 - Hands-on experience across program coordination, community outreach, and nonprofit operations.
 - The opportunity to make a real and lasting impact in the lives of Sonoma County community members.
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To Apply

Please send your:

1. Resume
2. Cover letter

To:

Heather Muntzer

heather@jcsoco.org

Subject Line:

Program Coordinator Application

This position is open until filled — we encourage you to apply early.

JCC SoCo is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all team members.