



National Council of Jewish Women

LOS ANGELES

Position:	Emergency Services Program Coordinator
Reports to:	Critical Response Program Manager
Department:	Programs
Hours:	Full Time, Salary, Non-Exempt
Position Objective:	Increase quality participation in NCJW LA critical response programs by developing programs that are responsive to community needs and through increasing awareness of program offerings in LA community.

About NCJW | LA

NCJW | LA is committed to advancing economic justice for women and their families. In addition to our direct service programs: we support the passage of laws and policies that ensure economic security, promote dignity in the workplace, and expand the safety net for families who are struggling.

NCJW | LA embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. We are looking for highly passionate and dedicated people to help support our mission. Job applicants of all backgrounds without bias in regard to race, ethnicity, religion, age, gender identity, sexuality or national origin are encouraged to apply.

General Duties and Responsibilities

The Emergency Services Program Coordinator is responsible for managing and growing core critical response programs which address basic, emergency and time-sensitive needs for participants. This role will work to expand the reach of these programs while aligning program delivery with mission of improving economic justice and equity for women and their families.

Essential Duties and Responsibilities

Oversee Emergency Services Program Development

- Support and refine established critical response program offerings including Rental Assistance and Clothing Assistance Programs while improving efficiency and effectiveness of programs.
- Identify opportunities and make recommendations for expanding critical response program offerings.
- Collaborate with thrift department staff to strengthen and build opportunities for Council Thrift support of critical response programming.
- Support development of curricular materials for select critical response programs in coordination with program team.
- Create and maintain systems of data management for all programs and program participants. Identify measurable outcomes of program participation.
- Prepare reports to support fundraising and report on program performance/impact to board and executive team.
- Provide support to all program offerings as needed.

Increase Engagement in Programming:

- Expand participant engagement in program opportunities by focusing on outreach strategies within targeted communities.
- Create thoughtful and meaningful volunteer opportunities to support program participation.
- Identify new opportunities/entry points for donor engagement in program offerings.

- Identify and develop new community partners to create collaborative program opportunities across community groups.

Coordinate Program Alignment with NCJW | LA Advocacy Goals and Priorities

- Serve as a program team member and work collaboratively to ensure that program design incorporates an economic justice lens.
- Create and support opportunities for critical response program participants to be involved and engaged in advocacy campaigns.

Other Duties and Responsibilities as assigned.

Key Qualifications & Skills

- Minimum of one-year experience as program staff with experience in working with different constituent groups.
- Skilled at engaging people from diverse backgrounds to work towards a common goal.
- Bachelor's degree preferred but not required.
- Excellent written and oral communication skills.
- Bilingual Spanish/English preferred.