

## **Job Description – Jewish Community Relations Council of the Jewish Federation of Cincinnati**

**Title:** Associate Director

**Summary:** The **JCRC Associate Director** is responsible for assisting the JCRC Director and Board in the development, implementation, and administration of the Jewish Federation's community relations and government relations agenda. The Associate Director provides staff support for each of the JCRC's standing committees and task forces, helps to shape the JCRC's communications to its various constituencies, and assists in maintaining and strengthening the JCRC's network of political and community contacts. Reports to JCRC Director.

### **Detailed Duties:**

1. Event planning and execution.
2. Provide staff support for Jewish Federation's Government Relations Task Force.
3. Monitor advocacy and public policy issues and bring critical developments to the attention of the JCRC Director and Board.
4. Assist Director in staffing of JCRC's Public Relations Task Force and Group Relations Task Force.
5. Basic networking and relationship-building activities (e.g. attending community relations programs and events, etc.)
6. Respond to complaints/inquiries arising from anti-Israel activity, anti-Semitism, church/state concerns in schools, etc.
7. Communicate, educate and advocate to the broader community on issues related to Israel, Middle East, and anti-Semitism (e.g. update and maintain JCRC website, draft memos/action alerts on current events, etc.)
8. Assist in planning and execution of JCRC/Federation Israel Missions.
9. Work with other Jewish community resources (e.g. AJC, CHHE) to avoid duplication.
10. Assist the JCRC Director in tracking and maintenance of JCRC budget.

### **Qualifications/Skills:**

The JCRC Associate Director must possess the following skills:

1. Experience planning programs and events.
2. Strong writing and verbal skills.
3. Capacity for public speaking.
4. Ability to organize information and material.
5. Strong initiative and motivation.
6. Ability to multi-task and prioritize.
7. Facility with websites and other "New Media."
8. Knowledge of Israel, as well as national, state and local politics.

Contact:

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