



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

HOURS AGAINST HATE COORDINATOR

Department: Jewish Community Relations Council

Reports to: JCRC Director

FLSA Status: Non- Exempt

Work Status: Part Time

Statement of Purpose:

The Hours Against Hate Coordinator will launch and oversee a youth-targeted initiative designed to help stop bigotry and promote respect across lines of culture, religion, race, tradition, class, sexual orientation and gender. A call to action, Hours Against Hate connects people who do not look, live, love or pray alike to work together in service to the community.

Essential Functions:

- Oversee all elements of the Hours Against Hate as it relaunches in fall 2017 and begins implementing partnership and outreach in 2018;
 - This is inclusive of Hours Against Hate's sub-programs (Lunch Hours Against Hate, partnership with Milwaukee Volunteer Center, etc.)
- Communicate with teachers and youth group leaders to provide materials and support;
- Develop synergistic relationships with organizations, schools and individuals who are already working with teens; seek ways to bring Hours Against Hate to existing programs;
- Develop relationships with public and private school administrators and teachers. Create enthusiasm among them for HAH. With them, develop a plan to bring HAH into schools;
- Maintain HAH's social media accounts and web page;
- Promote HAH with written and verbal communication;
- Work with a variety of community volunteers, teens and adults; and
- Additional related tasks as deemed necessary by the JCRC Director or the HAH program needs.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and efforts associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e. changes in personnel, workload, or technological developments).

Indicators of Success:

- Success is quantitative and qualitative.
- Program goals for year one include engaging 160 teens in four youth groups; in year two, 500 teens in four additional youth groups and four schools; and in year three, 750 teens in four additional youth groups and four additional schools. Hours Against will be well known the community, through leaders' engagement and grassroots participation. That will be evident through news coverage and social media activity.

Global:

- Ability to work independently, yet embracing a team environment – does not need constant supervision
- High level of responsibility and dependability
- Supports MJF goals and values
- Follows all policies and procedures
- Displays professionalism and maintains strict confidentiality

Qualifications:

- College degree
- Must be an active, assertive, and energetic person to do well in this position
- Self-starters and detail-oriented applicants are warmly welcomed

Skills/Experience/Abilities Required

- Ability to oversee a campaign on a variety of media
- Strong oral and written communication skills, including the ability to meet with community leaders and develop strategic partnerships/programs with HAH
- Ability to communicate the vision of Hours Against Hate, while also being very attentive to detail
- Project management skills, with a track record of strong follow-up
- Extremely high level of organization and ability to prioritize multiple tasks
- Excellent interpersonal skills
- Self-starter with the ability to meet the challenge of deadlines, both short and long-term
- Above average accuracy and attention to detail
- Solid working knowledge of Microsoft Office (Word, Excel, Outlook)

A portion of work is done in a general office environment without being exposed to weather conditions. The noise level in the work environment is usually moderate. The employee is occasionally required to stand and walk; will sit and use hands for computer usage most of the day, may climb stairs although an elevator is available; may stoop, kneel, crouch for filing; must talk on telephone. The employee must rarely lift and/or move up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus especially for computer usage.

TYPE OF EQUIPMENT USED:

PC usage
 PCs and various software packages
 Everyday usage of telephone, copier, fax, etc.

Signatures

This job description has been approved by management on _____

Manager Elana Kahn

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____