



**MILWAUKEE**  
JEWISH FEDERATION

## JOB DESCRIPTION

### PROJECT COORDINATOR

**Reports to:** Executive Director, HERC  
**Starting Salary:** \$50,000 - 60,000

**Work Status:** Full time  
**FLSA Status:** Exempt

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#### About the Organization

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation is to ensure the continuity of the Jewish people, to enhance the quality of Jewish life and to build a strong unified Jewish community in Milwaukee, in Israel and throughout the world. Learn more about the Milwaukee Jewish Federation at <https://www.milwaukeejewish.org/>.

#### About the Opportunity

Milwaukee Jewish Federation (MJF) is launching a new initiative to create resources that educate on Jewish identity and culture, combat antisemitism and promote inclusive learning environments for all students in public, private, charter and voucher K-12 school settings across Wisconsin. This Project Coordinator position will report to a member of MJF's Leadership Team to support the start-up of the initiative and will become part of a vibrant, cross-departmental team, providing operational and administrative support for the content experts, so that they can focus on educating our wide audiences.

#### Objectives

The Project Coordinator supports the fulfillment of our critical educational mission by:

- Coordinating with all key internal stakeholders and content experts to schedule meetings, facilitate effective communication, and streamline decision-making processes
- Providing outreach support to a variety of audiences, including students, teachers, administrators, and schools
- Managing the collection of data resulting from these initiatives for ongoing evaluation and donor stewardship

#### Essential Functions

- Compiles current MJF cross-departmental offerings and resources and works with supervisor to create a comprehensive well-packaged menu of options that aligns directly with K-12 school needs, priorities, and statewide standards.
- Works with in-house education and marketing teams to strategically market and distribute these offerings within school systems.
- Schedules field trips, educational programs, seminars, teacher training workshops, consultations, meetings, and speaking engagements to be led by our education staff.
- Manages the compilation and analysis of data and performance metrics, to produce a comprehensive annual data report for key donors and stakeholders to demonstrate our impact.

## **Qualification**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **Required Experience and Skills**

- Bachelor's degree or combination of education and relevant experience; education or school administration degree preferred
- Proven experience coordinating large projects lasting 1 year or more and involving 3 or more stakeholders
- Experience within Wisconsin K-12 educational system (or similar) and understanding of the state's existing curriculum standards and organizational structure
- Ability to build and maintain strong, trusting, authentic relationships with a wide range of internal and external partners
- Detail oriented and able to organize complex data and projects
- Self-starter and systems thinker
- Demonstrated flexibility and creative problem-solving skills
- Good communicator and enthusiastic, positive motivator; a team player
- Excellent writing and interpersonal skills
- Strong computer and technical skills, including proficiency in Microsoft Suite, Survey Monkey, Zoom, Canva and online communication tools

## **Supervisory Responsibility**

This position has no supervisory responsibility

## **Hours and Benefits**

This is a full-time position, requiring a minimum of 38 hours per week. Typical office hours are Monday-Thursday, 8 am-5 pm, and Friday, 8 am-3 pm. This work is majority in-person, with remote option available 1-2 days per week. Occasional evening and weekend hours may be required.

This position is eligible for 15 vacation days and 7 personal days annually. In addition, MJF observes 7 federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 -17 additional paid days off annually depending on the Hebrew calendar. Other benefits include medical, dental and vision insurance, employee assistance program, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

## **Work Environment & Physical Demands**

This position operates in a professional office environment with pleasant working conditions, good lighting and ventilation and moderate noise level.

This role frequently uses standard office equipment. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. This is primarily a sedentary role, however occasional filing and transport of meeting materials will be required. This would require the ability to lift and/or move up to 15-20 pounds, usually waist high.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.

### **Equal Employment Opportunity (EEO)**

The Milwaukee Jewish Federation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

### **To Apply**

To be considered for this position, please send a cover letter and resume to [HR@milwaukeejewish.org](mailto:HR@milwaukeejewish.org). Applications will be reviewed on a rolling basis, and applicants are encouraged to apply by March 17.