

Manager of Community Engagement

MARCH 2023

Fulltime

Position Start Date: August 1, 2023

About OJMCHE

The **Oregon Jewish Museum and Center for Holocaust Education (OJMCHE)** explores the legacy of the Jewish experience in Oregon, teaches the enduring and universal relevance of the Holocaust, and provides opportunities for intercultural conversations.

This is an exciting time to join the OJMCHE team! In June, the museum reopens with a fully redesigned ground floor — including a new permanent exhibition, *Human Rights After the Holocaust*. The Manager of Community Engagement, a new position, will be devoted to building community relationships and guiding the development of museum programs.

Position Description

The **Manager of Community Engagement (MCE)** is a high-energy, strategic-minded and creative individual who develops and implements engaging and impactful mission-driven community programs. With the support of the Director of Education, the MCE will develop a plan to increase adult community engagement through tours, lectures, workshops, and special events. The position is also directly responsible for overseeing and managing all aspects of community programs such as budgeting, marketing, and securing event staffing.

Responsibilities

- Develop a comprehensive plan for innovative adult programs, including exhibition tours, workshops, and special events that align with the mission of OJMCHE
- Organize, implement, and manage adult programs and special events including budgeting, marketing, and event staffing
- Make certain that all adult programs are accessible and inclusive
- Collaborate with Communications Manager to develop and execute outreach initiatives that increase museum attendance through adults tours and programming

- Identify and build relationships with partner institutions and organizations
- Evaluate and report on the impact of adult programs including participant feedback
- Support Director of Education with recruiting, training, and retaining education volunteers including event volunteers and docent program
- Work with education team members to develop pacing guides for exhibitions
- Manage Speakers' Bureau and work with bureau chairs to facilitate monthly meetings
- Interview and onboard new members of the Speakers' Bureau including assisting speakers in developing their written, spoken, and visual presentation
- Support student group programs by leading tours and facilitating workshops
- Represent OJMCHÉ at conferences and other community events
- Attend staff meetings and other internal and external meetings as assigned

Required Qualifications

- 2+ years experience in developing, organizing, and implementing community programs
- Ability to work flexible schedule, including select evenings and weekends
- Strong leadership and management skills
- Experience with program budgeting and marketing
- Enthusiastic and positive attitude
- Emotional intelligence and political awareness
- Ability to establish and maintain effective working relationships with community partners, colleagues, and program stakeholders
- Professional demeanor and ability to work collaboratively
- Outstanding written, editorial, communication, and presentation skills
- Proficient with Google Suite applications
- Ability to clear a background check

Preferred Qualifications

- 5+ years experience in developing, organizing, and implementing community programs
- Knowledgeable about and possesses existing relationships with Oregon organizations that align with OJMCHÉ's mission
- Spanish speaking

Salary

- \$63,000 annually, not including traveling stipends and other job-related expenses

To Apply

- Send a cover letter and resume to jobsearch@ojmche.org by **April 28, 2023**.

OJMCHÉ is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status, or other differences.