



Job Posting: Public Programs Manager
15-18 hours/week (part-time/hourly)

The Association for Jewish Studies, now in its 49th year, in addition to serving the academic community of Jewish Studies faculty, scholars, students, and researchers, is looking to further serve and engage the wider public through services and public programs. This new position will oversee our current Distinguished Lectureship Program and also be responsible for new public initiatives as they are added to the organization's roster.

Reporting to the AJS Executive Director, the specific responsibilities of this role include:

- Managing all aspects of the AJS Distinguished Lectureship Program which include:
 - Marketing lecture program to synagogues, JCCs, Jewish Studies programs and historical societies.
 - Working with graphic designer and AJS Grants and Communications Coordinator to design promotional material and copy for all e-mail outreach regarding lecture program.
 - Acting as liaison between program hosts and speakers.
 - Negotiating contracts.
 - Working with the lecture program committee, which is comprised of four senior Jewish Studies scholars
 - Developing effective evaluation tools to improve the program.
 - Providing support to speakers and hosts leading up to events and following-up after.
 - Supporting the Grants and Communications Coordinator in preparing a monthly newsletter by providing event specifics.
 - Preparing reports for AJS Executive Director and the Board of Directors.
 - Preparing invoices in the organization's database.
- Manage other public programs and initiatives as they are developed.
- Assist with our annual conference on-site.
- Curate and manage special events programming at the AJS annual conference
- Other responsibilities as assigned by the Executive Director

Required Qualifications:

- Bachelor's Degree in the Humanities (Masters or further postgraduate degree preferred)
- Experience with public programming
- Customer service and/or sales experience
- 2-4 years work experience
- Strong knowledge of computer programs including Microsoft Word, Excel, GoogleSuite
- Sharp eye for detail

Preferred Qualifications:

- Knowledge of Jewish Studies
- Contacts and knowledge of the Jewish communal landscape (synagogues, JCCs, etc)
- A go-getter attitude
- Creativity and willingness to try new things
- Tact with working with senior scholars
- Openness to a variety of tasks and responsibilities

This is a non-exempt job without benefits.

Interested candidates should send a cover letter and resume to Executive Director, Warren Hoffman at jobs@associationforjewishstudies.org by July 7, 2017.