

JOB DESCRIPTION

TITLE	JCA Education Officer
REPORTING TO	Head of Annual Campaign
PRIMARY RESPONSIBILITIES	Ensure the successful creation and delivery of a JCA school education program within JCA supported schools and public schools offering a Jewish education pathway.

About JCA

Today, JCA is at the heart of our local Jewish Community in NSW and the ACT. As the primary fundraiser for our 25 supported organisations and a central point for strategic planning, our role is to serve the best interests of our community. Our supported organisations, deliver essential programs in Aged & Community Care; Culture, Engagement & Outreach; Holocaust, History & Heritage; Jewish Education; and Security & Advocacy. Every day, these programs enrich the lives of thousands of individuals and families in our local Jewish Community.

Key responsibilities

Developing a strategic JCA education framework & program

- Work with the current JCA team and external educators to develop and maintain a comprehensive program to educate school aged children (primary & high) about JCA's role in local Jewish community.

Developing an annual implementation plan

- Build awareness of the work the JCA does to inspire the next generation
- Work with schools and educators to implement JCA themed engagement activities
- Demonstrate a shift in the awareness and understanding of JCA within school communities
- Ensure that JCA is top of mind when Jewish education providers are looking for charity partnerships
- Bring JCA into the calendar and curriculum of the Jewish Day Schools, BJE & BPJE
- Explore and develop a peer to peer activity for youth engagement

Key stakeholder relationships

Internal

- JCA team including but not limited to Head of Annual Campaign & Head of Marketing, Data & Communications

External

- Key contacts in all Jewish Day Schools
- Key contacts within BJE & BPJE
- Other youth partners

Data Analysis & Reporting

- Develop detailed data briefs as required.
- Utilise analytical tools to monitor key metrics (e.g., reach & effectiveness) on school campaigns.
- Ensure adequate participation and take up in annual student survey
- Provide timely reporting to JCA management and external committees on progress of agreed activities.

Skill Requirements

- You will hold a minimum diploma level qualification, preferably in community services, teaching, teaching support or other relevant area of expertise along with demonstrated experience working with young people.
- High-level creativity, presentation and writing skills
- A natural engager with great interpersonal skills and the ability to network with the younger demographic of the Sydney Jewish Community.
- Computer literacy including Word, Excel, PowerPoint (or other presentation tools e.g. Canva)
- Ability to understand metrics and insights

Professional Capabilities

- A well-organised, self-starter – able to work independently to see projects through to completion.
- A high energy team member who can work collaboratively to support the implementation of forward-thinking initiatives
- Organisational skills to plan and budget for activities, and act autonomously to deliver to agreed goals, on-time and within budget.
- Appetite for learning new skills and willingness to develop skills through career development opportunities provided through JCA.
 - Enthusiastic, positive and proactive – able to integrate with a close-knit team that's passionate about JCA, its member organisations and the community we serve.
- Ability to adhere to JCA office guidelines and practices as outlined in the Employee Orientation handout, or as specified by the CEO and CFO.

Personal Attributes

- Strong affinity for the Jewish community and JCA's vision.
- Contribute actively to the creation of a happy, positive, harmonious workplace.
- Optimistic and mature – able to understand and respect others' points of view.
- Calm under pressure; organised and efficient; able to follow through on projects and tasks.