

TITLE: Coordinator, JCamping and JTeen

DEPARTMENT: Impact

REPORTS TO: Director, JCamping and JTeen

STATUS: Non-exempt, Part-time (20 hours per week)

Job Summary: The Coordinator, JCamping and JTeen plays a key role in supporting Federation's Jewish Camp Initiative and Teen Scholarship programs. This position is responsible for the day-to-day processing of scholarship applications, communication with families and program partners, and preparation of reports that help track impact and inform strategy. The Connector ensures smooth operations and excellent customer service, helping families access meaningful Jewish experiences through camp and teen programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Scholarship Processing & Administration

- Manage intake and processing of Jewish Camp and Teen Scholarship applications.
- Ensure timely follow-up with applicants regarding missing documentation or eligibility questions.
- Maintain accurate records and databases of applicants, awards, and program participation.
- Coordinate payment processes including reimbursements, direct billing, and discount codes.

Communication & Customer Service

- Serve as a primary point of contact for parents and guardians seeking information about camp and teen scholarships.
- Respond to inquiries via phone, email, and online platforms with professionalism and warmth.
- Liaise with camps, teen programs, and partner organizations to confirm registration and coordinate scholarship disbursement.
- Support outreach efforts by sharing scholarship opportunities with schools, synagogues, and community partners.

Reporting & Data Management

- Prepare regular reports on scholarship applications, awards, and program outcomes for Camp and Teen committees.
- Assist in compiling data for impact reports and donor stewardship materials.
- Support the Director in tracking progress toward program goals and identifying trends.

Team Collaboration

- Work closely with the Director to implement scholarship strategies and improve processes.
- Participate in team meetings and contribute to planning and evaluation efforts.
- Support marketing and outreach campaigns as needed, including website updates and email communications.
- Other duties as assigned.

QUALIFICATIONS:

Bachelor's degree and/or 2 years' relevant work experience. Excellent written and verbal communications, organization skills, and attention to detail. Strong interpersonal skills with the ability to positively and successfully interact with all members of the organization and external stakeholders. Technology proficiency in Outlook, Word, Excel, and PowerPoint. Salesforce or other CRM experience a plus. Proactive, flexible, collaborative, and comfortable multi-tasking effectively in a fast-paced environment. Good judgment, demonstrates consistent follow-through, and problem-solving skills. Has a positive attitude and displays a high level of professionalism and confidentiality at all times. Must have valid state of Georgia driver's license, reliable transportation, and proof of automobile insurance.

PHYSICAL REQUIREMENTS:

Position requires intermittent standing, walking, and occasional periods of time sitting at a desk/table. The employee must occasionally lift and/or move up to 25 pounds.

COMPENSATION:

The pay rate for this role is \$26 per hour.

Jewish Federation of Greater Atlanta is an equal opportunity employer.