

## **JOB DESCRIPTION**

**TITLE:** Young Philanthropy Fellows Program Coordinator

**DEPARTMENT:** Atlanta Jewish Foundation

**REPORTS TO:** Philanthropic Officer

**CLASSIFICATION:** Temporary, Part-time, Non-exempt

**OVERVIEW:** The Atlanta Jewish Foundation (AJF) is committed to fostering a culture of philanthropy within the Jewish community. AJF is part of Jewish Federation of Greater Atlanta. Through initiatives like the Young Philanthropy Fellows program, we aim to engage and empower the next generation of Jewish philanthropists and their families to make a meaningful impact in our community.

We are seeking a dedicated, organized, and creative Program Coordinator for the Young Philanthropy Fellows program. This role is integral to the smooth operation and success of our initiative aimed at engaging young Jewish philanthropists, ages 13 to 15, and their families in meaningful philanthropic activities through a Jewish lens.

**PROGRAM DESCRIPTION:** Young Philanthropy Fellows is a small cohort learning experience designed to expose young Jewish philanthropists to the principles of tzedakah (charity) and community engagement. The program involves hands-on exposure to local community organizations and teaches consensus-frameworks for collaborative and impactful grantmaking. By engaging both teens and their parents, the program addresses the philanthropic interests of Jewish Atlanta's NextGen demographic.

The program goals are to increase family engagement with AJF, establish AJF as a trusted leader in intergenerational philanthropic journeys, encourage the opening and increased use of Donor Advised Funds, and connect teens and their families to community engagement opportunities through a Jewish philanthropic lens.

### **KEY RESPONSIBILITIES:**

#### LOGISTICS AND ADMINISTRATION

- Coordinate program logistics, including scheduling, budgeting, and communicating with vendors and partners.
- Send timely and engaging correspondence to participating families.
- Maintain accurate records of participant information, program activities, and outcomes.
- Monitor and evaluate program effectiveness, gathering feedback from participants and stakeholders.
- Prepare educational materials using Microsoft Office and Canva.

#### PROGRAM COORDINATION

- Coordinate the planning, organization, and execution of program activities and events.
- Oversee the development and implementation of program curriculum and materials.



- Ensure the program meets its objectives and timelines and adjust as necessary to enhance program effectiveness.

#### CLASSROOM MANAGEMENT

- Coordinate logistical setup and management of classroom sessions.
- Support the lead facilitator in managing participant engagement and activities.

#### GRANT SELECTION PROCESS

- Oversee the grant application and selection process, ensuring transparency and fairness.
- Facilitate communication between participants and non-profit organizations throughout the grant process.
- Support participants in making informed and impactful grantmaking decisions.

#### **QUALIFICATIONS:**

- College degree preferred.
- Previous experience in program coordination, education, administration, or a related field.
- Previous experience working with teens.
- Strong organizational and multitasking skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Canva.
- Excellent written and verbal communication skills.
- Ability to work collaboratively with a diverse group of stakeholders.
- Knowledge of Jewish values, traditions, and community structures is a plus.
- Passion for philanthropy and community engagement.
- Reliable, proactive, and detail oriented.
- Ability to work flexible hours, including some evenings and weekends as needed.

#### **PROGRAM TIMELINE:**

##### Pre-Program Prep

September 23, 2024 – Officially launch applications

November 29, 2024 – Applications due date

December 9, 2024 – Selections notifications sent

December 16, 2024 (6:00pm - 7:00pm) – Mandatory family orientation on zoom

December 30, 2024 – Program registration is due

##### Cohort 2 Session Dates

Session 1: Sunday, January 19, 2025: 1:30-3:30pm – classroom

Session 2: Sunday, February 2, 2025: 1:30-3:30pm – classroom

Session 3: Sunday, February 23, 2025: 1:30-3:30pm – classroom

Session 4: Sunday, March 16, 2025: 1:30-3:30pm – non-profit site visits

Session 5: Thursday, March 27, 2025: 5:30-8:00pm – Final Session + Intergenerational Dinner



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**COMPENSATION:** The pay rate is \$30 per hour. The position will require a total of approximately 160 hours with the possibility of more (~15 hours per month during October-December and ~40 hours per month for January-March).

Interested candidates should submit a resume and cover letter detailing your interest in the position and relevant experience to Kaylin Berinhout at [kberinhout@jewishatlanta.org](mailto:kberinhout@jewishatlanta.org). Please contact Kaylin if you would like more information about the position or the application process.

**The deadline to apply is October 10, 2024.**

*Jewish Federation of Greater Atlanta provides equal employment opportunities to all applicants and prohibits discrimination regarding race, religion, age, sex, national origin, sexual orientation, gender identity or expression.*