



Job Title: Community Outreach Manager

FT/PT: Full-time

Location: West Nyack, NY at Lewis JCC offices

Reports to: Program & Community Outreach Director

Salary range: \$63,000-65,000

Perks: Free community JCC membership, free fitness membership, discounted rates for personal training, discounts to JCC camps and early childhood center.

The community outreach professional acts as a vital bridge between the JCC of Northern NJ and the public. Develop programs, foster local partnerships, and raise awareness about our mission or services, especially focused on J on the Go, our young family outreach initiative and PJ Library, a free monthly subscription service for Jewish families. This role heavily involves networking, especially within the Jewish community, event planning, and engaging various leaders in the community.

Key Responsibilities

- **Program Development:** Design, implement, and manage community outreach goals and programs tailored to J on the Go and PJ Library's mission.
- **Relationship Building:** Cultivate and maintain strong relationships with community leaders, local businesses, and partner organizations. Be an active leader and face of our organization.
- **Event and Group Development:** Plan, organize, and staff community events and outreach initiatives. Includes at least one evening and one Sunday every month. Oversee staff charged with monthly family events. Strategically plan and execute affinity group experiences (parents' nights out, baby groups, specialty family groups).
- **Communications:** Act as the face of the organization by presenting at public events, engaging in elevated conversations with leaders at all levels in the community, advising on social media and written material, and creating targeted enrollment campaigns.
- **Data & Reporting:** Assess community needs, collect data on program impact, and report on outcomes for grant purposes.
- **Leadership & Volunteer Management:** Recruit, train, and supervise Volunteers and Parent Connectors to assist with various outreach and leadership development goals. Oversee and manage cohort of young leaders, refining

curriculum and executing on the Board's goals for leadership development. Foster community and engagement among parent lay leaders.

Preferred Qualifications & Skills

- **Education:** A Bachelor's degree; Master's degree preferred.
- **Experience:** 8+ years of experience in community organizing, non-profit outreach, or public relations.
- **Communication:** Exceptional verbal and written communication skills with the ability to comfortably speak to large groups and diverse populations.
- **Adaptability:** A high degree of cultural competency, empathy, and comfort traveling locally to meet members of the community.
- **Organization:** Strong project and time management skills.

About JCC of Northern NJ

The JCC of Northern NJ creates opportunities for individuals in our community to connect, grow, and learn. Guided by Jewish values, we strive to engage, enrich, and strengthen the lives of everyone we serve.

Why This Role?

Are you a professional looking to apply your skills in a high-impact environment with good people? We are looking for a sharp, organized, and tech-savvy individual who values community and mission-driven work.

How to Apply

Please submit your **resume** and a **cover letter** explaining why this role is the right fit for you to info@jccnj.org. Applications are considered on a rolling basis for a **September 2026** start date.