**Job Title**: Community Programs Manager
**Reports To**: Director of Development

**Introduction**:
The **Jewish Federation of Tulsa (JFT)** is a cornerstone of Jewish life, culture, and community in Tulsa. Guided by a commitment to innovation, inclusivity, and excellence, JFT creates opportunities for individuals and families to connect, learn, and grow. As an organization committed to a culture defined by our workplace principles—**respect, integrity, and support**—JFT values collaboration, professional growth, and meaningful impact. By joining JFT, you will play a critical role in strengthening Tulsa’s Jewish community and fostering vibrant connections.

### **Position Overview**

The **Community Programs Manager** is responsible for developing, implementing, and managing a wide range of cultural, educational, and community-focused programs that align with JFT’s mission. This role requires strategic collaboration with leadership, staff, and community partners to deliver innovative, engaging, and inclusive programming. Serving diverse demographics—including families, young professionals, and adults—the Community Programs Manager will ensure that all initiatives reflect JFT’s commitment to fostering connection and enriching Jewish life in Tulsa.

### **Key Responsibilities**

**Program Development & Coordination**

* Design and implement innovative cultural, educational, and community-building programs in collaboration with the Executive Director and Director of Development.
* Work with staff and local organizations to avoid scheduling conflicts and ensure smooth coordination of events.
* Ensure all programming aligns with JFT’s mission and strategic priorities.

**Specific Program Areas**

* **Cultural & Educational Programming**: Partner with committees such as the Community Relations Committee (CRC) and Holocaust Education Council to deliver impactful initiatives, including those hosted at the Sherwin Miller Museum of Jewish Art (SMMJA).
* **Family Programs**: Oversee **PJ Library** and **J Moms** programs, maintaining consistent communication with families through meetings, calls, emails, and social media. Manage the PJ Library database to enhance engagement.
* **Young Jewish Professionals (YJP)**: Develop and lead programs that connect Jewish adults aged 21–45 to the community, creating pathways for deeper involvement.
* **Adult Programs**: Manage adult-focused initiatives like the Lunch Bunch, promoting ongoing engagement with JFT’s mission.
* **Community Outreach**: Welcome new community members to Tulsa by providing information on JFT services, offering a complimentary three-month CSJCC membership, and adding them to the **Tulsa Jewish Review (TJR)** and email lists.

**Event Management**

* Oversee logistics for all JFT programs, including venue selection, scheduling, and volunteer coordination.
* Collaborate with staff to ensure seamless program execution, managing all operational aspects.

### **Qualifications**

* Strong program development and event management skills, with the ability to manage multiple projects simultaneously.
* Experience in community outreach, programming, or event coordination, preferably within a Jewish or nonprofit organization.
* Exceptional interpersonal and communication skills, including proficiency in social media and digital engagement.
* A collaborative mindset, with the ability to work effectively with staff, volunteers, and community members.
* Knowledge of Jewish customs, culture, and values is strongly preferred.

### **Salary Range**

* $50,000–$60,000 annually, depending on experience.

### **Benefits**

* Comprehensive health, dental, and retirement plans.
* Opportunities for professional growth and development.
* Flexible working environment with a meaningful focus on community impact.
* Complimentary family gym and pool membership

This position is integral to building a stronger, more connected Jewish community in Tulsa by delivering innovative and inclusive programming that meets the needs of individuals and families of all backgrounds.

### **To Apply**

* Please send resume and cover letter to Federation@JewishTulsa.org