

**Hillel Montreal** is seeking a full-time, **Campus Coordinator** to join our close-knit, professional team based at the **Jack Reitman Hillel House**. The Campus Coordinator will implement our engagement agenda by providing students with tools and resources to create exciting and innovative social, cultural, educational, public service, and religious programs that energize Jewish life on campus through program initiation and facilitation, and personal contact with Jewish students. We are looking for someone with contagious passion, entrepreneurial energy, excellent organizational skills and a commitment to Jewish life. This position is a contract position, starting August 16<sup>th</sup> 2010 and ending April 30<sup>th</sup> 2011.

Responsibilities:

*Engagement*

- Initiate creative approaches to engaging new students including individual and group contact, innovative programs and targeting uninvolved student groups
- Create and implement engagement opportunities (i.e. coffee and lunch dates) with under-involved Jewish students

*Program*

- Attend most programs for which responsible (including evenings, weekends, Jewish holidays)
- Support student-initiated programs, and empower student leaders to carry out their responsibilities
- Track participation in programs and participate in developing tracking strategies
- Play a key role in planning, facilitating and evaluating campus programs, activities and events
- Apply for grants to support student and staff-initiated programs
- Develop and nurture relationships with university and community partners
- Create and expand opportunities for exploration and expression of Jewish life and values

*Marketing and Communication*

- Maintain certain sections of the hillel.ca website
- Oversee publicity for programs, including flyers, advertisements and facebook events
- Develop means of communication with students for the purposes of program recruitment and marketing of new engagement opportunities

*Advocacy:*

- Knowledge of current situation in Israel (and Israeli history)
- Awareness of politics in Canada (especially in regards to International Relations)
- Ability to mobilize students on the basis of advocacy campaigns

*Shabbat and Holidays*

- Participate in some Shabbat and holiday celebrations and encourage and promote a pluralistic approach to religious expression through Shabbat and holiday observances on campus, including the High Holidays

*Administration & Supervision*

- Participate in weekly professional supervision with the Director of Jewish Student Life and Manager of Advocacy on Campus
- Participate in all staff meetings
- Participate in ongoing Jewish learning and growth

*Competencies necessary: (skills, knowledge, and experience)*

- Excellent organizational and logistical skills for event planning and coordination

- Comfortable in a technology-rich environment – well-versed in multiple software packages (Outlook, Word, Excel, Social Media tools).
- Able to manage multiple tasks with competing deadlines

Qualifications:

The successful candidate should have a deep understanding of university culture and a commitment to Jewish life and both personal Jewish growth and the growth of Jewish students. Creativity, drive, flexibility, a sense of humor, and excellent interpersonal communication and leadership skills are essential. Must be capable of working independently and have the ability to prioritize to meet multiple deadlines in a fast-paced environment. Ability to work flexible hours needed to get the job done. Candidates must have an Undergraduate degree and an interest in creating Jewish life on campus. The ability to work effectively in English is a requirement; the ability to work effectively in both English and French would be an asset.

Interested candidates should send a CV and cover letter to [Jeff@hillel.ca](mailto:Jeff@hillel.ca) or by fax to 514.842.6405 to the attention of Jeff.