



Program and Communications Coordinator

ABOUT LAB/SHUL:

Lab/Shul is an everybody-friendly, artist-driven, God-optional, experimental community for sacred Jewish gatherings based in NYC and reaching the world. We are dedicated to exploring, creating and celebrating innovative opportunities for contemplation, life cycle rituals, the arts, life-long learning and social justice. Building on Storahtelling's vision and practice, Lab/Shul seeks to redefine the role of sacred gatherings that nourish our thirst for meaning, connection, spirituality and community. Lab/Shul accepts, respects, and invites the full spectrum of human existence without judgement. providing access is Lab/Shul's primary driving force, placing the wide range of spiritual, educational and communal needs of all human beings at the heart center of our work.

ABOUT THE JOB:

Lab/Shul is in search of a talented and dynamic Program and Communications Coordinator. The ideal candidate is passionate about our work, and has values that match ours: [Lab/Shul's Mission and Values](#). The person who takes on this role will report to and work closely with Lab/Shul's Program and Communications Manager for the first six months. They will take full responsibility for these functions in January 2021, and will then report directly to the Executive Director.

Program Coordination

- Maintain a calendar of programming and track production deadlines ● Maintain production systems including planning documents, workflows, set lists and runs of show
- Coordinate development of registration forms
- Assist in the scouting & securing of program venues and coordinate with venue staff
- Assist in the hiring of additional event staff as needed including photographer, PAs, or videographers, etc.
- Assist in the creation and organization of digital links/locations for virtual events ● Prepare all required supplies and materials for transport to program venues ● Be present at all Lab/Shul in person event and coordinate set up and break down
- Serve as member of the Tech Team providing tech support on Zoom, Facebook

- Live, Instagram Live and other online programming for specific programs
- Act as external-facing "concierge" to address community member questions and requests
- Interface with ritual leaders, artists, educators and partner organizations

Communications

- Develop and maintain overall communications calendar
- Create or work with graphic designer to develop program images, blurbs, printed programs and flyers
- Oversee development of weekly MailChimp community-wide mailers and regular blog posts
- Work with social media coordinator and digital advertising firm to execute all social media campaigns
- Work with webmaster and other web support vendors to maintain and update website regularly
- Maintain back end of communications tools (social media, mailchimp, etc.)
- Maintain photo and video archives

KEY ATTRIBUTES AND SKILL SETS:

The requirements listed below are representative of the knowledge, skills, and ability required. The role requires physical packing and transporting supplies and materials to various venues. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Extremely well-organized and detail oriented
- Comfortable with creative environments and experimentation
- Flexible thinker and an excellent team player
- Excellent communication and writing skills
- Ability to direct other staff members, volunteers and vendors to ensure successful execution of programming and communications
- Willing to work some evenings (including Fridays), weekends and holidays
- Ability to work in both in-person and virtual environments
 - Tech savvy: Proficient in full functionality of Zoom and Google Suite; familiarity with database navigation, social media and Wordpress
- Ability to develop and track basic program budgets

SALARY AND BENEFITS:

Salary range for this position is \$45,000-\$50,000 on a full-time, annualized basis. Full Time benefits include 7 secular holidays; various religious holidays; 1 “Staff Wellness” week in June, and 1 “Staff Wellness” week in December; 10 days paid time off, unlimited sick days, plus a full range of medical/dental/vision benefits.

TO APPLY

Interested applicants should email jobs@labshul.org with the following materials and put “Program and Communications Coordinator” in the subject line.

- A cover letter telling us why you want this job at Lab/Shul and how your experience makes you strong candidate for this position
- A resume or CV
- Two professional references. You will be notified before references are contacted.

The anticipated start date is July 6, 2021.

Lab/Shul is an equal opportunity employer and we are committed to racial equity, accessibility, and social justice. Sephardi and Mizrahi Jews, Black and Indigenous people, people of color, people with disabilities, and LGBTQIA people are strongly encouraged to apply. This org does not discriminate in employment opportunities or practices on the basis of race, color, national origin, sexual orientation, disability, sex, age, gender identity or expression, or other status protected by applicable law. Must be a US citizen or have the proper legal documentation to work in the US.