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**Vancouver Hebrew Academy  
1545 West 62nd Avenue, Vancouver, BC V6P 2E8  
 TEL: (604) 266-1245 EMAIL: vha@vhebrewacademy.com**

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| **Position** | Project Coordinator |
| **Reports to:** | Head of School |
| **Department** | Office Administration |
| **Location:** | Vancouver Hebrew Academy Main Office |
| **Commence** | March 28th, 2022 |
| **Term / Conditions** | Maternity Leave, 1 year (March 28th, 2022 – May 1st, 2023) |
| **Attributes** | You will need to be flexible, patient, detail oriented and a people person, as you will be working with school staff, parents, children, and community members.  You will provide support to the school Administration with a variety of projects, and facilitate communication between the school, parents, and broader community.  You will be comfortable with desktop publishing and a variety of office software.  You will have experience working in a busy office setting and feel comfortable performing a variety of general office duties. |
| **Major Projects** | As one of the biggest aspects of the Project Coordinator position is Fundraising/Event Management, these are the major projects that you will be working on:  1. Welcome Back BBQ in September  2. Jewish New Year Card Making  3. Preschool Open House  4. VHA Highlights – What has been going on at VHA that’s exciting  5. Annual General Meeting Report/Agenda  6. After-School Programs (Marketing)  7. Showcase evenings (Torah Fair, Science Fair, etc.)  8. Weekend community gathering event called Shabbaton  9. School Wide Gift Giving Program  10.Faigen Family Lecture Series  11.Jewish Holiday in May called Lag B’Omer Fair  12.Board of Governors Meeting  13.Grade 7 Graduation  14.Summer Garden Party |
| **Communication:** | 1. Prepare Weekly Newsletter (Digital) 2. Regular email blasts to VHA families 3. Maintain Website (weekly updates) 4. Create/distribute flyers/invitations for school-based events 5. Liaise with teaching staff to capture major school activities 6. Assist with VHA Highlights (bi-annual Newsletter) and Staff Inflection (Staff Newsletter) |
| **Primary Tasks:** | 1. Update/Maintain all databases  2. Cards and Mailings (Yartzeit, etc)  3. Special Events [see Major Projects]: Food, Organization, Promotion, Mailings, Invitations, RSVPs, fund collection, volunteer recruitment  4. Mailing projects-printing, labels, envelopes, mailing  5. Office supplies  6. Liaise with service/equipment/supply vendors  7. Assist Principals with pick-up at the end of the day |

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| **Group Responsibilities with Admin Secretary** | 1. Assist with reception, phones, walk-in requests, messages to teachers  2. Assist with First Aid as needed  3. Photocopying  4. Assist with lice checks, hearing, sight, immunization, and photo day as needed  5. Interact positively with all VHA stakeholders |

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| **Applications to:**  **Applications include:** | Rabbi Barak Cohen, Head of School  [bcohen@vhebrewacademy.com](mailto:bcohen@vhebrewacademy.com)  Cover letter outlining why you’re ideal for this role Resume detailing your previous experience as it relates to this role |