

Arizona Jewish Historical Society
Job Description for Events Coordinator

- This is a part-time position with flexible hours, and requires evening and weekend schedules.
- The Events Coordinator will be responsible for coordinating various events held at the Cutler Plotkin Jewish Heritage Center (CPJHC).
 - Meeting with clients and/or vendors to plan an event
 - Maintaining contact with client and client file
 - Working with AZJHS staff to coordinate setup for event
 - Serving as coordinator during event itself
- The Events Coordinator will also be responsible for marketing the CPJHC
 - Development of client and vendor networks.
 - Development of marketing materials
 - Assist AZJHS Executive Director and Board in general marketing efforts.
- The Events Coordinator may at times be expected to perform various administrative, office, and clerical tasks as determined by the Executive Director.
- The Events Coordinator will report directly to the AJHS Executive Director who will act as his/her supervisor.
- The Events Coordinator will be expected to work amicably with other AJHS staff members and volunteers as needed to coordinate events.

Send resume to azjhs@aol.com

Or contact 602-241-7870 for more information