



**Position Description:**

Programs Coordinator, Holocaust Memorial Museum San Antonio  
Part-Time, 30 Hours

**Summary Description:**

**Jewish Federation of San Antonio**

The Jewish Federation of San Antonio (JFSA) is the coordinating and convening body dedicated to building Jewish community, nurturing the quality of Jewish life, and securing a favorable Jewish future in San Antonio, Israel and for the Jewish people globally. To that end, the JFSA mobilizes the local Jewish community and its human and financial resources, with an annual campaign of \$1.5 million and total endowment assets of under management of \$11 million.

The Holocaust Memorial Museum of San Antonio (HMMSA) is a program that works directly under the supervision of the Jewish Federation of San Antonio.

The Special Programs Manager of the HMMSA is responsible for supporting leadership in the creation and maintenance of a compelling educational program for the Museum. Therefore, the Special Programs Manager must have an understanding of and appreciation for the mission of the HMMSA and be an advocate for Holocaust education by applying the lessons and experiences of the Holocaust to effect or facilitate positive social change. The Special Programs Manager and Education Director will work closely together in the execution of this vision.

**Major Duties and Responsibilities:**

**Administration**

- Field HMMSA calls, emails, and all inquiries
- Update contact lists and calendars as needed
- Distribute and collect evaluation forms once a month
- Oversee HMMSA during business hours & provide office coverage as needed after hours
- Responsible for the privacy, safety, and health of students, visitors, volunteers, Holocaust survivors, and staff
- Creates and improves forms and protocols
- Fields and facilitates donations to the HMMSA
- Manages the sales and inventory of the gift shop, including online sales
- Works closely with the Jewish Community Campus Operations Director, in-house organizations, security, and maintenance staff
- Acts on behalf of the Jewish Federation of San Antonio, as needed
- Maintains contact network of local, state, national, and international partners, experts, and researchers
- Prepares thank you letters for donors
- Works closely with other staff for a variety of programming
- Contributes to the management of social media
- Serve as a positive voice and emissary for the mission and work of the Jewish Federation of San Antonio

## **Programming**

- Coordinate all aspects of tour, trunk and speaker requests from intake forms to room reservations
- Facilitate movement of larger groups, leading tours or activity sessions as needed
- Oversees all technical aspects of tours and presentations on and off campus
- The primary contact for all tour groups
- Evaluate and inventory all educational trunks
- Work with HMMSA Director to plan events committee meetings and agendas
- Circulate monthly Docent Newsletter
- Email questionnaires to docents before tour so that docents can tailor to the needs of the group

## **Special Events**

- Plans and budgets special events and programs as needed
- Act as a community liaison with the groups such as press, educational institutions, military institutions, and other organizations
- Works closely with the Events Committee and the HMMSA's lay leader led Commission

## **Supervision:**

The Programs Coordinator is directly supervised by Education Director, under the direction of the Director of the HMMSA.

## **Position Requirements:**

- Bachelors Degree or equivalent in related field
- Experience with non-profit organizations either by employment, internship, or volunteerism

## **Preferred:**

- Degree in Education, History, Holocaust and Genocide Studies, Business and/or Non-profit Management, or other related field
- 1-3 years experience working for a non-profit museum or other educational institution

## **Desired Skills and Knowledge:**

- Mastery of technology and technology trends, particularly social media
- Ability to appreciate the sensitivity of the HMMSA's subject matter and the important role of the survivor community
- Knowledge of, and eagerness to advocate for, ongoing education about the Holocaust and other human rights issues locally and globally
- Planning/Organizing – Identifies and resolves problems timely and efficiently; gathers and analyzes information; develops solutions
- Oral Communication – Speaks clearly and persuasively; listens and requests clarification; responds informatively to questions; participates in meetings
- Written Communications – Writes clearly and concisely; presents data effectively; able to read and interpret written information
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality
- Adaptability – Adapts to changes in the work environment; manages competing demands
- Leadership – Exhibits confidence in self and others; effectively influences actions and opinions of others