



The Jewish Teen Foundation Assistant Job Description

The Jewish Teen Foundation (JTF), established in 2011, is a program of the Jewish Community Foundation San Diego (JCF). The Jewish Community Foundation is the oldest community foundation in San Diego and manages over \$800 million of assets. JCF is committed to supporting San Diego and the Jewish community and instilling Jewish charitable values in future generations.

JTF provides an opportunity for Jewish high school students to learn about community needs and nonprofit organizations through a foundation lens. Teens develop professional and leadership skills as well as practical applications of Jewish values. Throughout the year teens will learn about the nonprofit grant process, how to evaluate nonprofit programs, how to fundraise effectively and choose how to allocate the funds at the end of the year. In the 2023-2024 JTF program, participants distributed over \$34,000 to 4 nonprofit organizations that they selected.

Functions of a JTF Assistant will include:

- Co-facilitate JTF educational program for a group of approximately 20 teens one Sunday per month (dates below) from 3:00 p.m. to 8:00 p.m. (5 hours) – all curriculum materials will be provided.
- Additional 10 hours per month for planning and development of the program. These hours are flexible and may be completed hybrid in office and remotely, with an agreed-upon schedule.

Responsibilities include:

- In addition to the program facilitation and planning described above, the assistant will provide administrative support in-between program sessions. Duties include communicating with students and nonprofits, scheduling, and check-ins with teens.
- Prepare fundraising materials for teen participants (crowdfunding page templates, email examples, etc.).
- Plan final event for closing ceremony (developing print materials, creating agenda, assisting with logistics).

Skills Preferred

- Experience with working with high school students.
- Ability to work independently.
- Ability to execute educational programming and facilitate teen decision-making.
- Experience with Jewish-based education is a plus.

JTF Meeting Dates: 9/22/24 (full Sunday), 11/3/24, 12/1/24, 1/12/25, 1/26/25, 2/9/25, 3/9/25, 3/23/25, 3/30/25, 4/27/25

Reporting Relationship: JTF Program Officer

Salary: \$27/hour

How to apply: Please submit resume and cover letter to resume@jcfsandiego.org