



**Romemu Office:**  
43 Central Park North, Suite 1A  
New York, NY 10026

**Romemu Worship:**  
West End Presbyterian Church  
165 West 105th Street  
New York, NY 10025

**(212) 580 - 4294 | romemu.org**

<b>Job Title:</b>	<b>Events Coordinator</b>
<b>Job Description</b> Romemu seeks an excellent Events Coordinator who will handle event and scheduling logistics for a large volume of Shabbat and holidays, meetings, classes, and other services, and life cycle events.	
<b>About Us:</b> Romemu is a Jewish spiritual community based on Manhattan's Upper West Side with a growing national and international presence. Our progressive, inclusive community combines traditional Jewish scholarship and prayer with deep spirituality, expressed through music, mindfulness and tikkun olam. Come join our highly energetic/strategic/soulful and super fun Romemu team!	
<b>Reporting Structure:</b> The Events Coordinator reports to the Senior Director of Programming. They will split their time between in-office administrative work and onsite Shabbat, Holiday, and event coordination.	
<b>Roles and Responsibilities:</b> <ul style="list-style-type: none"><li>• Schedule, plan, and assist at services, classes, and congregational special events</li><li>• Act as onsite volunteer coordinator</li><li>• Organize food and event ambiance</li><li>• Keep programming calendar active and up to date</li><li>• Manage registration process and data entry</li><li>• Handle internal accounting and billing for hourly staff</li><li>• Enter website copy and registration for adult education</li><li>• Manage other administrative duties and projects as directed by the Senior Director of Programming</li></ul>	

**Qualifications:**

- Ability to manage large amounts of scheduling information
- Calm and friendly demeanor and good with numbers and details
- Team player with the ability to comfortably work with volunteers and staff
- Adaptable to last minute changes or requirements
- Excellent organizational and follow-through skills
- Knowledge of Microsoft Word, Excel, and Outlook
- Experience with database management helpful
- Ability to handle vendors and clients in person and on the phone
- Knowledge of Jewish ritual helpful -but not necessary
- Desire to strive for excellence and constantly improve
- 1-3 years office and/or event experience

**Hours:**

Tuesday – <sup>\*3</sup>/<sub>4</sub> Saturday afternoons, with some evening shifts.

*\*Each month you will be given the opportunity to take 1 full Saturday off (based off of yours and Romemu's availability and needs) that will shift your work week accordingly.*

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job and may change at any time.

We reply only to resumes that align most closely with the job description. We recommend that you take a look at the Romemu website, [www.romemu.org](http://www.romemu.org), prior to applying.

**How to Apply:**

Please submit a cover letter and resume to [jobs@romemu.org](mailto:jobs@romemu.org). Please reference "Romemu Events Coordinator" in the subject line of your email. Incomplete applications will not be reviewed.