

## Summer Jobs Students (spring-summer 2021)

JRCC Hebrew School is the educational arm of the Jewish Russian Community Centre (grades JK through 6 and Bar/Bat Mitzvah club). We are looking for smart and responsible students to join our team in the summer. We offer an exceptional work experience in a friendly environment for students who are interested in community outreach, marketing and building relationship with families in our community. Joining forces with us, you will have an opportunity to help the community and assist in developing our Hebrew school. You will also develop and sharpen your skill set in the job market.

### Main duties:

- Assist in families outreach (calls, emails, flyers)
- Assist in social media aspects (blog, posts)
- Conduct survey phone calls (existing/new families)
- Review literature for policy planning and parents' guide
- Conduct statistical and qualitative analyses

### Qualifications and experience

- Previous experience (school or work) in community outreach – strong asset
- Computer orientation (Outlook, Office) – a must
- Fluent English (writing, speaking, reading) – a must
- Speaking Russian and/or Hebrew is an asset
- Excellent ability to work independently with minimum supervision
- Eligibility for Summer Jobs position – a must
- Please send your resume and a short description why you are interested in the job to:  
ariel.zaltzman@jrcc.org

No phone calls please.