



**JCC Association
of North America**



**JEWISH COMMUNITY CENTER ASSOCIATION:
JCC MACCABI GAMES INTERNSHIP**

OPPORTUNITIES AVAILABLE FOR SPRING AND SUMMER 2024

Description:

The JCC Association is looking for an intern to join the JCC Maccabi team. The JCC Maccabi Games are an exciting, "Olympic-style" event for Jewish teens from across the country. JCC Maccabi incorporates community service, social activities, and themes of Jewish heritage, community, and Israel. As an intern, you will work with the JCC Maccabi team and gain first-hand management experience through participation in all aspects of creating and overseeing a multi-faceted, large-scale event. Interns will work closely with JCC Maccabi Games staff on planning and attending the Games.

Requirements:

The intern should have a strong administrative background, exceptional organization, and be proficient in Microsoft Office applications. Multi-tasking is a must. The intern should enjoy working in a fast-paced yet supportive environment, and they should have the ability to work independently alongside the JCC Maccabi team.

Responsibilities:

Intern responsibilities include but are not limited to:

- Assist JCC Maccabi team members in their respective tasks.
- Develop non-profit management skills such as budgeting and project planning.
- Work on special projects, such as preparing for conferences and developing alumni programming.
- Research and analyze websites and survey results to support the work of the JCC Maccabi team.
- Update and manage JCC Maccabi documents.
- Update and manage new media, including JCC Maccabi Facebook and Instagram accounts.
- Help facilitate webinars and training sessions for the JCC Maccabi Games host community and delegation heads.
- Perform sports management tasks such as sports breakdowns, reseeding for JCC Maccabi tournaments, updating sport specific rules and regulations, and outreach to the field.
- Research and develop marketing strategies to benefit outreach and recruitment for JCC Maccabi.
- Learn about and contribute to the ways in which Jewish experiential education is incorporated into the JCC Maccabi Games.
- Working with JCC Association team to prepare and ship materials to Games locations.
- Participate in professional development opportunities at JCC Association and attend agency-wide events.
- Create a summer long initiative for the Games themselves or the planning process.

Time Commitment:

The intern should have a flexible weekday schedule and will be able to work either:

- May/Early June through August for 30 - 35 hours/week (4-day work week)

Work Schedule:

The JCC Association operates on a hybrid schedule. The intern should be able to:

- Be in the Manhattan office 3 days a week and work remote on the 4th day.
- Travel to the JCC Maccabi Games in Detroit and/or Houston to work on the ground during the Games.

Interested applicants should send a cover letter and resume to Jordy Rovinsky at j.rovinsky@jcca.org