

**Take Action Institute Coordinator
Holocaust Memorial Resource and Educational Center**

The Take Action Institute (TAI) is an empowerment and leadership movement launched to give youth the access to information, skills, people, and resources to make change in their community. The Take Action Institute launched with a Take Action Conference in January 2022 and continues with an ongoing institute and an annual conference. The Take Action Institute is housed in the Holocaust Memorial Resource and Education Center of Central Florida and amplifies their mission “to use the history and lessons of the Holocaust to build a just and caring community free of antisemitism and all forms of prejudice and bigotry”. The Take Action community, made up of students, community agencies, staff, donors, and educators, commits to being catalysts for change toward a more equitable and just society.

Reporting to the Senior Consultant for Content and Curriculum for the Take Action Institute, the Take Action Coordinator plays a key role in the leadership and logistics of the Take Action Institute through the following position components:

- Acts as the main logistical coordinator and liaison to ensure quality and on time implementation of communication and programs
- Serves as the system administrator for Mighty Networks and Whova (online social and organizational platform) including posting events and content, encouraging student engagement, and managing back end administrative system duties
- Manages social media and student communication for current and prospective participants of the Take Action Institute in collaboration with student workers and committee members
- Creates, manages and runs data reports as needed including program participation and budget.
- Manages daily and programmatic logistics including booking meetings and spaces (physical and online platforms), communication, financial processing, travel, and other pieces as needed to support the work of the Take Action Institute
- Supervises and mentors student employees to assist with key projects
- Liaises with stakeholders including the student leadership board, Center staff, donors, educators, and community partners as needed
- Provides the staff with timely updates and respond to the ever-changing needs of the Institute
- Assists with other needs at the Center and with the Take Action Institute as needed

Qualifications

- Minimum of 3 years in a role doing project management, social action work or youth outreach programming.
- Bachelor’s degree required. Master’s degree in related field desired
- Experience in creating, managing, and reporting from Excel is required

Key Competencies & Attributes

- Experience in mentoring
- Project Management and Prioritization Skills
- Excellent Communication Skills
- Core Values aligned with that of the Holocaust Center mission and vision
- Proactive and collaborative spirit
- Knowledge of online conference or communication management systems like Mighty Networks and Whova

Please submit a resume and cover letter to lhancock@holocaustedu.org