



About the role:

Come join an established community organisation that is looking for a dynamic, strategic and innovative leader to help us embark on an exciting new chapter.

The position is perfect for someone who loves to connect people and utilise their excellent project and stakeholder management skills to make a difference. It is a unique opportunity to make your mark and join a small, purpose-driven team committed to making a significant impact on our community.

This is a 2-day a week role where you can work flexibility. There is no office, so you will work from home aside from some in-person meetings and events. It does require availability to work some evenings, and potentially a few hours on a weekend if an event is scheduled.

Please note, we are a small team and need additional event management assistance. The opportunity may exist for the Jconnect Program Manager to work additional hours in that capacity if they possess these skills and want to work more hours.

About Jconnect:

Jconnect is the “go to” organisation for Jewish singles looking for a long-term relationship. It is a program of Project NexGen whose mission is to help Jewish young adults to reimagine and create the Jewish community and connections they want for themselves.

Jconnect creates curated, intimate events that facilitate new connections amongst single adults ages 25-45. It also provides confidential, personalised matchmaking by our experienced volunteer matchmakers.

We pride ourselves on being a trusted and discreet service.

Jconnect was established in 2006 (formerly J-junction), and since then it has facilitated over 200 long-term Jewish relationships.

Background is less important than your key skills and motivations, which should include:

- Desire to be part of something innovative and make an impact on the lives of others
- Commitment to build and maintain relationships with a range of stakeholders
- Strong interpersonal, listening, project and time management skills
- Demonstrated ability to work proactively and be self-motivated, both independently and in a team environment, and to embrace change, mistakes, and failures

It would be great if you can also demonstrate some of the following:

- Significant experience in roles which require strong project and relationship management
- Experience working with volunteers and/or events management
- Experience setting up new business models and/or data systems
- Experience working within a community or not-for-profit organisation
- Experience working with the Jewish community



Job Description

- Responsible for the effective management and delivery of Jconnect's services to Jewish singles.
- Manages Jconnect's Client Success Manager and works with contractors and administration resources with respect to their responsibilities within Jconnect.
- Responsible for a strong volunteer structure and program, ensuring effective communication, decision-making and appreciation for volunteers, and chairs the Jconnect volunteer committee.
- Responsible for execution of small repeat events multiple times a year, such as our popular speed dating events.
- Responsible for working with the Jconnect committee and Events contractors to develop and execute on other Jconnect events.
- Works with marketing resources to create Jconnect's marketing strategy and manages and helps execute on its implementation, including for Jconnect's events, website and social media.
- Develops data collection practices and ensures consistent collection, reporting and leveraging of data.
- Leads market review by outsourced expert to ensure actionable intelligence for assessing product-market fit and developing or iterating on current offerings and model.
- Responsible for determining and making operational any systems needed to support offerings, with assistance from contractors.
- Manages process of rebranding and building a new website.
- Serves as the face of Jconnect to our community and members.
- Develops relationships with key organisations and spearheads collaborations.
- Leads growth into other markets (potential for travel – but not in the short-term).
- Ensures all Jconnect's activities meet the standards, duties, and policies of Jconnect.
- Maintains and works within Jconnect's budget.
- Reports to the Project NexGen Executive General Manager.

Please apply by sending your CV and Cover Letter to Allison@j-junction.org.au.