

JOIN THE MACCABI VICTORIA TEAM!

Make a difference in the lives of vulnerable community members

Be a part of a valuable grassroots community organisation

THE ORGANISATION

Maccabi connects the Jewish community through sport, encouraging more people to participate in healthy physical activity and to adopt a positive lifestyle, to strengthen Jewish identity and continuity and make friends for life.

Maccabi is an inclusive and child safe organisation.

THE ROLE

Join the dynamic Maccabi Victoria office. You will be supporting the whole team, with a strong focus on helping to run the All Abilities program which provides Jewish people with disabilities with opportunities to participate in sport and active recreation.

The role includes:

- Working with individuals with a disability and their families/supports to help them to participate in sport and active recreation.
 - Member administration
 - Regular communication with members and families to promote programs, confirm attendances and seek feedback
- Delivering accessible sporting programs.
 - Designing the program of events (supported by the Inclusion Coordinator)
 - Coordinating program and event logistics to ensure that member requirements are accommodated
 - Ensuring that events will be adequately staffed and resourced
- Managing coaches and volunteers
 - Regular communication with coaches and volunteers
- Managing program social media and supply content for Maccabi Victoria newsletters and websites
- Working with mainstream Maccabi clubs to identify opportunities for inclusion
- Providing general administrative support
 - Providing assistance to staff working on a range of projects with various stakeholders including clubs, members, sporting bodies and national programs
 - Assisting with website upkeep and basic marketing as required

YOU ARE

- Someone who values diversity and inclusion
- Passionate about working with and helping others
- Reliable, friendly, compassionate and motivational
- Flexible with regards to hours and evening / weekend activities
- Organised and are able to prioritise
- Responsible and accountable
- A team player
- Able to maintain privacy and confidentiality

YOU HAVE

- Strong communication skills
- Proficiency with computers and the Microsoft Office suite (experience with Salesforce and Canva beneficial but not essential)
- Knowledge and understanding of the Victorian Jewish Community
- Australian citizenship or permanent residency status
- A valid Working With Children Check (or will obtain one before commencing)
- A recent police check (or will obtain one before commencing)

DESIRABLE (BUT NOT ESSENTIAL)

- Volunteer management experience
- Experience working with people with a disability
- Experience working in community organisations

HOURS

- 20-25 hours per week flexible casual work (note: most hours will take place during business hours though some attendance at programs (evenings and Sundays) required)

LOCATION

During Covid-19 restrictions staff are working remotely, with meetings held via Zoom and phone.

Office hours will be based at the Maccabi office in Caulfield North

Program locations vary, though most are in Caulfield, Hawthorn and Prahran

HOW TO APPLY

Does this sound like you? Send your cover letter (1 page) and current CV (no more than 3 pages) to allabilities.vic@maccabi.com.au.