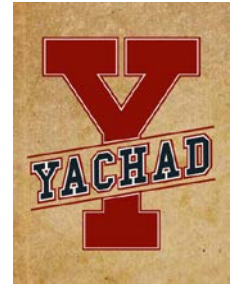


Yachad Program Director



Job Goals:

The Program Director will maintain a supportive and empowering Jewish educational program for all teens. The Program Director will serve as the main program manager and faculty liaison.

In collaboration with Yachad staff, the Program Director's responsibilities fall under the following categories:

- **Programming** – Work to plan, develop, and implement innovative educational experiences for teens. The Program Director's responsibilities include...
 - **Program Hours:** Serve as the direct program contact for Yachad. Manage overall quality of the educational experience for teens and faculty.
 - **Faculty Management:** Hire and supervise Yachad faculty, create faculty contracts, send faculty newsletter, assist with professional development on an individual and group basis, oversee grading and progress reports.
 - **Curriculum:** Assist and oversee faculty curriculum development, mapping and follow up - following the Understanding by Design model
 - **Financial Management:** Manage program-specific budgets.
 - **Partnerships & Collaborations:** Serve as a contact for both educational and experiential partnerships, including maintaining positive relationships, creating collaborative agreements, assisting with course development, and evaluating the partnerships and courses.
 - **Special Programs & Experiences:** Plan and coordinate special programs, including recruitment events, weekly dinners, current events and the Jewish lifecycle.
 - **Media & Marketing:** Social media & email marketing, website updates, communication with partner organizations.

- **Teens** – The Director of Programming and Development will...
 - Serve as the director of teen life managing teens' needs ensuring high quality of quality of satisfaction for teens at Yachad.
 - Actively recruit teens through both out-reach and in-reach.
 - Oversee teen Inclusion making sure that all teens receive a quality Jewish education.
 - Develop and create relationships with local youth groups, advisors and teens.

- **Evaluation** – Assist with ongoing evaluation of Yachad and programming.

Reports to: Director

Desired Skills, Qualifications, and Experience:

- Three to five years of professional experience in the field of Jewish education. Master's degree preferred.
- Excellent written and oral communication skills paying close attention to detail.
- Comfortable in a collaborative work environment. Desire to be part of a dynamic team and a willingness to be a team player.
- Professional and empathetic in interpersonal relationships.
- Commitment to support and honor a diverse range of religious backgrounds.
- Technologically literate.
- Flexible.
- Energetic.
- Ability to think innovatively and creatively.
- Has and appreciates a sense of humor.
- Inclusion experience is a plus.
- Hebrew proficiency is a plus.
- This is an organization with room to grow and develop.

Yachad is beginning its fourth year of programming in the fall and is an organization with a start-up mentality. Employees should expect additional responsibilities and duties assigned by the Director. Successful employees will have a range of skill and should expect assignments that will stretch their skills and capacity. At the same time, employees may be asked to assist with tasks not specifically outlined in their job descriptions.

Interested applicants should send a cover letter, resume, and three references to dprottas@yachadmn.org. Please visit www.yachadmn.org for more information about Yachad.