Position Announcement: Operations Project Manager
June 2020

About Us
The Institute for Jewish Spirituality (IJS) seeks to revitalize Jewish life by teaching spiritual practices that cultivate mindfulness on the individual and communal levels, so that we can act with enriched wisdom, clarity, and compassion. We teach the core practices of Jewish mindfulness meditation, tikkun middot (the cultivation of ethical character traits), Torah study, prayer, and singing and yoga as embodied practices. These practices provide participants with valuable skills for effective leadership while creating opportunities to deepen their inner lives and connect meaningfully with the Divine. We utilize traditional and contemporary forms of authentic Jewish practice to enrich everyday life with Jewish wisdom, link the search for inner wholeness with tikkun olam (repair of the world), and create a vibrant, enduring Judaism now and for generations to come.

Founded in 1998, IJS has been a leader in teaching traditional and contemporary Jewish spiritual practices that cultivate mindfulness so that each of us might act with enriched wisdom, clarity, and compassion. These practices, grounded in Jewish values and thought, enable participants to develop important skills while strengthening leadership capacities, deepening their inner lives, and connecting more meaningfully with others, Judaism, and the sacred.

About the Role
Reporting to the Director of Marketing and Operations, the Operations Project Manager (OPM) will be a critical member of the IJS marketing and operations team, responsible for: enhancing the IJS online user experience; ensuring IJS’s website is timely and accurate; providing quality assurance; and supporting the technical and analytic components of IJS marketing efforts. The OPM will work closely with other staff and consultants who comprise the Marketing and Operations team.

Specific duties include:
- Serving as the organization’s “internal expert” for online operations
- Becoming deeply familiar with IJS’s online learning platform and website content and testing platform and website enhancements
- Teaching and supporting faculty and staff and providing production assistance when necessary including for Zoom events, online retreats, and podcast production
- Creating support documentation where necessary
• Regular website operations including loading banners, creating landing pages, and posting blog posts
• Reviewing outgoing internal and external communications (digital and non-digital)
• Ensuring links in all digital communications are live and information is correct
• Providing data analysis as requested by the Director using Google analytics, advanced Excel functions (e.g. pivot tables), and other tools as appropriate

This position is geo-flexible and comes with a competitive benefits package. Salary for this position will be $55,000. This position is available immediately.

About You
In addition to the overall ability to master new software and systems quickly, and a love of numbers and analytics, this position requires:
• Fluency with Wordpress, Excel, Google Analytics, Zoom, PowerPoint and Constant Contact (or similar email marketing program)
• Working familiarity with Salesforce, Drupal, InDesign, Photoshop and LMS is highly preferable
• Capacity for taking direction
• Adept at finding effective digital solutions
• Enthusiasm for proactively identifying problems and proposing solutions
• A commitment to excellent user and staff experience
• Outstanding attention to detail
• Excitement to be part of a small and nimble team serving a rapidly-expanding and diversifying community of organizational partners and end-users
• Availability for occasional weekend and evening programs and/or events

You need to have:
• A Bachelor’s degree and 3-5 years of relevant experience
• Experience working remotely and independently
• Personal qualities of integrity, credibility, good sense of humor, and a commitment to and passion for IJS’s mission
• Enthusiasm to propose fresh ideas without prompting by leadership, openness to feedback on those ideas, and a persistence to bring those ideas to life
• A passion for doing transformative work with exceptional people while not taking yourself too seriously

Hours of Work, Holidays, and Other Benefits
• Full-time, 40 hours per week, with a flexible work schedule and generous PTO
• Federal and Jewish holiday schedule
• Full coverage of health insurance for the employee
• 1% SIMPLE IRA match after first year
• Funding for professional development
• Free tuition to all IJS online courses and 1 IJS retreat as a student
How to Apply
Candidates should send the following (with “Operations Project Manager" as the subject) to careers@jewishspirituality.org:

- Current resume
- A cover letter with available start date