



Institute for Jewish Spirituality™

Cultivating Mindfulness. Deepening Connection. Enlivening Jewish Life.

Position Announcement: Program Production Manager

December 2020

About Us

The Institute for Jewish Spirituality (IJS) envisions a world in which spiritual practice is a vital part of Jewish life, leading to greater peace, compassion and justice. IJS's mission is to develop and teach Jewish spiritual practices so that individuals and communities may experience awareness, purpose, and interconnection.

Founded in 1998, IJS has led the development of our core practices of mindfulness meditation, *tikkun middot* (the cultivation of ethical character traits), Torah study, prayer, singing, and yoga as embodied Jewish spiritual practices. Grounded in Jewish values and thought, these practices enable participants to deepen their inner lives and connect more meaningfully with others, Judaism, and the sacred.

About the Role

Position Description: Reporting to the Chief Program Officer, the Program Production Manager provides logistical and execution support to the Programs Team to ensure that all IJS programs are delivered with excellence. The person in this position will combine outstanding organization and process skills with technological savvy and sophistication to support a quickly-expanding staff and audience.

Key responsibilities

- Provide operational and logistical support for programs
 - Maintain program calendar, coordinate program staff and other logistical support around key deadlines
 - Coordinate program communications between program directors, faculty, and Communications & Marketing staff
 - Provide ongoing administrative support and manage registration process for programs, including designing forms, implementing discount codes, tracking and reporting metrics, consultant contracts and other logistical details
 - Support backend logistics for in-person programs (currently suspended due to the pandemic)
 - Support faculty communications to program participants

- Format program materials and ensure branding per Communications & Marketing guidelines to support program work (e.g. enhance source sheets and program materials)
- Provide technology support for program operations, including:
 - Live video (Zoom) stage management
 - Ensure smooth operation of digital program logistics including loading and archiving of video materials and source sheets in IJS's online learning platform, Facebook, and other platforms as necessary

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

About You

In addition to an overall commitment to excellent learner and staff experience and excitement to be part of a growing team serving a rapidly-expanding and diversifying audience of participants, you are:

- Great at keeping things organized
- Excellent with details
- A strong communicator
- Able to take direction, proactively identify problems, and propose solutions
- A team-player with a can-do attitude
- Experienced with Google Suite, Microsoft Word & Excel, Constant Contact (or similar email platform), and hands-on Zoom management (required); Familiar with Adobe products, Canva, basic online video tools, and online registration platforms (desirable)
- Proficient in Hebrew (highly desirable)
- Adept at finding effective digital solutions
- Available for occasional weekend and evening programs and/or events

You need to have:

- A Bachelor's degree and 1-3 years 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 "Program Production Manager" as the subject) to careers@jewishspirituality.org:

- Current resume
- A cover letter with available start date