



## **Position Announcement: Manager of Program Operations May 2022**

### **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 1999, IJS has led the development of our core practices of mindfulness meditation, *tikkun middot* (the cultivation of sacred character traits), Torah study, prayer, and embodied practices such as yoga. Grounded in Jewish mindfulness teachings, these practices enable participants to deepen their inner lives and connect more mindfully with others, Jewish life, and the sacred.

In 2022, IJS announced a strategic plan outlining growth in three major program domains: serving the spiritual needs of people across the lifespan, leadership development, and building the field of Jewish spirituality. In support of the strategic plan, IJS has secured over \$3.6 million in new multi-year commitments from individuals and foundations. These investments are the foundation of a combined \$16 million in grants, individual contributions, and program fees the Institute seeks to raise and earn over the next four years to achieve the plan's goals.

### **About the Role**

Reporting to the Director of Program Operations, the Manager of Program Operations works closely with the Chief Program Officer and the IJS Program team to plan and implement our initiatives. The person in this position will combine outstanding organizational skills with experience in effective use of technology to support project management. IJS is in a period of rapid growth, and this position will be an exciting opportunity for the right person.

We welcome all applicants who share the Institute's mission and vision and strongly encourage applicants from marginalized and underrepresented communities to apply.

### **Key Responsibilities and Functions:**

- **Create and implement program timelines and calendars for internal team use** to ensure smooth program development and delivery.
  - Working closely with the director of program operations, program faculty, communications and marketing, finance, and development, monitor important deadlines and deliverables.
  - Actively use and manage workflow tools, including Excel, Google Drive, DropBox, and collaboration tools like Slack/BaseCamp.

- **Provide technical support online and offline.**
  - Provide Zoom support before, during, and after online sessions (approximately 10 hours/week). This includes but is not limited to: managing security settings; spotlighting; screen sharing; chat functions; downloading and trimming videos; interfacing with YouTube, FaceBook and Vimeo; uploading and archiving documents/videos to customized platform; tracking participation numbers, etc.
  - Manage programs on IJS's custom learning platform. This includes: uploading resources; confirming and tracking enrollment; running reports; and more.
  - Plan for and work at special online events with Program, Development, and other departments. (May include occasional evenings.)
  - Ensure smooth operation of all digital program logistics.
  - Other projects and tasks as assigned.
- **Oversee and manage Google calendar** for Program Team, schedule meetings as necessary, and update the IJS calendar.
- **Design, build, and schedule email communications** to program participants (currently using Constant Contact.)
- **Design, build, and launch all program registration** processes through Reg Fox and IJS's customized platform.
  - Create coupon and individualized payment codes
  - Track and maintain rosters, payment records, and the like
  - Perform other backend logistics as needed
- **Build and distribute program surveys**, using Survey Monkey.
- **Support the planning and running of retreats, both online and in person.**
  - Work closely with Program Faculty, Director of Program Operations, and other consultants to ensure timely and safe planning of all retreats.
  - Responsibilities include but are not limited to researching and booking retreat centers.
  - Manage participant registration process; coordinate with retreat faculty on needed materials; arrange for preparation and shipment of materials to retreat center; and ensure necessary follow-up at retreat's conclusion.
- **Organize and store all program records and forms** in Google Drive, BaseCamp, and related.
  - Collect and store relevant program metrics (e.g. attendance, payment, contact info, etc.)
- **Support Chief Program Officer as needed with technology and administrative needs** (e.g. google docs, powerpoint, etc.)
- **Manage and/or assist with special short term projects** as they arise.

## About You

The successful candidate for this position will be:

- Experienced in project management, event planning, online learning management, meeting/office coordination, or related areas.
- Interested in mindfulness and spirituality from a Jewish perspective.
- Committed to antiracism, diversity, equity and inclusion.
- Experienced and skilled at working remotely and independently.

- Highly organized and excellent with details.
- Able to proactively identify problems and propose solutions.
- Both a self-starter and a team player who has a can-do attitude.
- Technologically savvy.
- Experienced working with: Google Suite, Microsoft (Word, Excel, PowerPoint), DropBox, Zoom, Vimeo, YouTube, Facebook and other social media, basic online video tools, and video trimming/editing.
- Familiar with Constant Contact (or similar email platform), Survey Monkey, Adobe products, Canva, and online registration platforms.
- Proficient in Hebrew (preferred but not required).
- Available for occasional weekend and evening programs and/or events and occasional travel.

This position is geo-flexible within the U.S. with a preference for Eastern and Central time zones, and comes with a competitive benefits package. This is a full-time position with a starting salary of \$70,000-80,000 commensurate with experience. The position is available immediately.

#### **Hours of Work, Holidays, and Other Benefits**

- Full-time exempt position with paid vacation and sick time.
- Office is closed for Federal and Jewish holidays.
- Occasional weekend and evening events.
- Travel for in person staff meetings (approx. 4 per year), typically to New York City.
- Health insurance with an employer contribution towards premiums.
- 401k match.
- Other benefits include FSA account, Dependent Care Allowance, Life Insurance policy, access to IJS online courses.

#### **How to Apply**

Candidates should send the following (with "Manager of Program Operations" as the subject) to: [careers@jewishspirituality.org](mailto:careers@jewishspirituality.org):

- Current resume.
- A cover letter with available start date.
- Three references (names and contact information, relationship) whom we can contact.