



## **Associate Director of Yachad, CBE Religious Education Program**

Congregation Beth Elohim (CBE) is a vibrant, cutting-edge Reform synagogue in Park Slope, Brooklyn. We are a welcoming and inclusive community, rooted in Jewish history and identity, and profoundly open to diversity in all its forms. We come together to learn, to pray, to celebrate the rhythm of Jewish time, and to support each other through the joys and sorrows of our lives. We are a spiritual, cultural and intellectual center for Jewish revitalization, fostering community and extending our values of justice, education, and inspiration throughout the neighborhoods where we live and beyond.

We are seeking an Associate Director for Yachad, CBE's Religious Education Program. Yachad serves nearly 500 students with full-time educators learning, creating curriculum and sustaining meaningful community for themselves, their students and families. The Associate Director plays a pivotal role in this mission by supporting our team logistically, educationally, pedagogically, and through modeling a life steeped in Jewish living and learning. In this role, they must have excellent communication and organizational skills, a warm and inclusive demeanor, and a strong sense of how to coach novice and intermediate educators. They should be a collaborative and flexible Jewish leader and educator. The Associate Director is also part of the wider CBE staff team and works closely with our administrative staff.

CBE believes in ongoing Jewish exploration and living through deep Judaic and ritual exploration. CBE is committed to Judaism (Jewish experiences and education) that is inclusive and accessible to all.

## **Key Responsibilities**

- Day-to-Day Operations / Scheduling (in partnership with Department Coordinator)
- Oversight on Curriculum & Lesson Planning (in partnership w/Director)
- Supervise and hire part-time staff to meet the needs of the program
- Interdepartmental Collaboration on Operations & Logistics (w/Department Coordinator)
- Professional Development for the full-time educator team (in partnership with Director)
- Create agenda for weekly staff meetings
- Create schedule templates
- Co-plan PD and teacher onboarding with Director and Learning Specialist
- Co-plan staff bonding/culture building with Director and Yachad Coordinator
- Represent Yachad at select cross-departmental meetings
- Act as point person, along with Director and Coordinator, for urgent security and safety questions
- Actively participate in the Yachad Leadership Team (Director, Associate Director, Teen and Music Engagement Director & Learning Specialist)
- Depending on need, this position may be asked to support the planning and running of some off-site teen trips (ex: student retreat, 6th-grade retreat, RAC, Israel, Community Retreat, Poland trip, Civil Rights Journey to the South)
- Create strong relationships with educators, students & families

## **Qualifications and Expectations**

- Education Level: BA, with preference for MA in education or Jewish studies
- Years of Experience: 3 - 5 years teaching or leading in a similar setting
- Strong leadership skills:
  - cultivating novice and intermediate educator leadership
  - communicating needs and vision with colleagues
  - ability to motivate, inspire and manage groups
  - excellent administrative skills
- Strong background and experience in:
  - pedagogy
  - curriculum (in a Jewish education setting)
  - experiential lesson planning
  - Jewish texts
  - Social Justice
- Strong organizational, planning, administrative, and project management skills

- Desire and ability to work with children, young adults and parents
- Working knowledge of Hebrew
- Be a self-starter and able to work collaboratively and independently in a professional setting
- Enthusiasm, sense of humor, patience and strong work ethic, and a demonstrated desire and ability to work with children and families.
- Able to be a team player as a full-time member of the CBE staff and the Yachad staff.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job and may change at any time.

**Reports to:** Director of Yachad

**Status:** Exempt

**Schedule:** The schedule will be dependent on the demands of the position. This position requires regular Saturday commitments, some weekday evenings, and holidays (including Rosh Hashanah *or* Yom Kippur); with the potential for staffing domestic and international travel 1-2 times a year. The Yachad team's days off are Sunday & Monday.

**Start Date:** ASAP (reviewing applications on a rolling basis)

**Salary Range:** \$70-\$80k, commensurate with experience

To apply, please send your resume and contact information for 3 professional references to Yachad's Director, Zach Rolf, at [zrolf@cbebk.org](mailto:zrolf@cbebk.org). In the subject line please put "Assistant Director - YOUR NAME".

Congregation Beth Elohim (CBE) is an equal opportunity employer. It is a violation of CBE's policies to discriminate against any applicant or employee on the basis of their race, color, creed, religion, national origin, sex, pregnancy, marital status, family status, sexual preference, status with regard to public assistance, mental or physical impairment, sexual orientation, gender identity or expression, veteran status, age, or any other characteristic protected by law.