NOTICE OF NEW JOB OR JOB VACANCY

POSITION Director of Los Angeles Jewish Teen Initiative Exempt

DEPARTMENT EJF/Jewish Education & Engagement/CCEI Non-Union

SALARY Open

TIME LIMITED THROUGH DECEMBER 31, 2016

SUMMARY DESCRIPTION OF POSITION
Reporting to the Sr. VP: Jewish Education and Engagement, this position is responsible for directing the community-wide post-b'nai mitzvah teen initiative in Los Angeles. The Jewish Teen Initiative will dramatically increase opportunities for thousands of Jewish teens to engage in meaningful Jewish experiences throughout Los Angeles. To create and ensure the optimal programmatic options and quality, we will increase awareness of teen opportunities, expand promising programs, incubate new innovative programmatic ideas, invest in teens as the co-creators of their own programming, and provide essential training and professional development. The Jewish Teen Engagement Initiative is part of our work ensuring the Jewish future.

PRINCIPAL DUTIES
- Manage and implement the multiple prongs and partnerships of the new Jewish Teen Initiative.
- Work with a collaborative of stakeholders, including youth educators, summer camp professionals, program directors, lay leaders, rabbis, teens and parents to refine, launch and execute programmatic initiatives.
- Oversee implementation of project timelines and all program components.
- Formalize structures and designs for new programs which encompass teen leadership, community service, wellness, the arts, teen micro grants, professional development and more.
- Hire and supervise staff for this initiative.
- Build on relationships, and clarify roles with participating community organizations.
- Serve as primary liaison with the Federation lay committee of this Initiative.
- In collaboration with the Development Department, develop and maintain relationships with funders and in concert with the Sr. VP, work closely with funders to ensure program outcomes.
- Oversee the evaluation, data tracking and reporting process.
- Manage the program’s multi-level budget including grants, donor-directed funds and long-term budget needs.
- Network with other communities and national institutions involved with similar teen programs.

ADDITIONAL DUTIES
Be available to supervisor for additional assignments, as required, including assisting with the Campaign.

EDUCATION & EXPERIENCE REQUIRED FOR POSITION
- Advanced Degree in related field preferred.
- Minimum five years’ experience in Jewish education and/or Jewish program development and implementation required, with demonstrable managerial and supervisorial experience.
- Comprehensive understanding of Jewish organizations and teen educational landscape in Los Angeles.
- Strong writing, communication, interpersonal and organizational skills.

IF YOU ARE INTERESTED IN APPLYING FOR THIS POSITION
PLEASE SEND RESUME & COVER LETTER TO:
JOBS@JEWISHLA.ORG

WE ARE PROUD TO BE AN EEO EMPLOYER M/F/V/D

DATE OF POSTING: OCTOBER 29, 2014