Associate Coordinator, Certificate Program in Jewish Education for Adolescents and Emerging Adults
HUC-JIR Liaison to Collaborative Experiential Jewish Education Alumni Network

JOB SUMMARY
Hebrew Union College-Jewish Institute of Religion’s Schools of Education seek a dynamic, organized, well-networked Jewish educator with a track record engaging and guiding adolescents and/or emerging adults to support national academic programs, part of a larger initiative, to increase the number and enhance the quality of Jewish educators working with Jewish youth and young adults. This four-day per week, benefits-eligible position includes two sets of responsibilities:

- Handles all day-to-day operational aspects of running the Certificate Program in Jewish Education for Adolescents and Emerging Adults (CAEA), in support of and partnership with the Program Coordinator who oversees all aspects of the program and handles all academic, faculty oversight, policy, and strategic leadership matters; and

- Serves on a Steering Committee governing the Experiential Jewish Education Alumni Network along with representatives from the Jewish Theological Seminary and Yeshiva University, and actively engages CAEA alumni and the HUC-JIR faculty with the Network.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Certificate Program Responsibilities
1. Coordinates day-to-day operation of the Program including program calendar, preparing for in-person learning events (winter institute, intensive seminars), deployment of online learning (in close coordination with the Department of eLearning), and other aspects of day-to-day operations.
2. Plans roster of elective offerings, recruits and contracts with instructors, and coordinates all arrangements for online and in-person elective sessions.
3. Coordinates with East Coast Recruitment Associate and National Office of Recruitment and Admissions in their recruitment of new CAEA students and coordination of CAEA admissions process.
4. Provides guidance to students and maintains regular contact with them to support student progress and help identify and resolve issues in consultation with the CAEA Program Coordinator.
5. In conjunction with the CAEA Program Coordinator, maintains a connection between the CAEA Program and its alumni.
6. Supports CAEA Program Coordinator in designing and planning non-course elements of intensives and institutes.
7. Gathers information for periodic performance monitoring and reporting to the Program Coordinator, the JJF-EI Project Manager or Project Leader, funding organizations, and their outside evaluation consultants.
8. Participates as a member of HUC-JIR’s Schools of Education’s professional staff and administration.
9. Coordinates general communication and social media presence of the program. (e.g. Facebook, Twitter, responding to edcert@huc.edu email address).
10. Serves as mentor to up to four CAEA students.
11. Travel required roughly once a month for CAEA intensives/institutes and for recruiting purposes.

**Experiential Jewish Education Alumni Network Responsibilities**

12. Serve as HUC-JIR representative on the Steering Committee that governs the collaborative EJEAN (with JTS and YU), establishing productive working relationships with other Steering Committee members and the EJEAN Director, articulating HUC-JIR’s interests in regular meetings, following established decision-making protocols to reach consensus, responding in a timely fashion to questions and requests, consulting with the CAEA Coordinator, JJF-EI Project Manager, and SOE Sr. National Director as needed regarding sensitive or difficult decisions.
13. Serves on a rotating basis with counterparts from JTS and YU as supervisor of the EJEAN Director and serving as Chair of Steering Committee in rotation with other members.
14. Identifies and recruits HUC-JIR and CAEA faculty and staff to play appropriate roles with the Network.
15. In concert with the JJF-EI Project Manager and Assistant Project Manager—serves as a point of coordination for HUC-JIR’s role as administrative agent for the Collaboration.
16. Creates and cultivates the connection of CAEA graduates with the EJEAN Network by developing relationships, recruiting and engaging graduates for EJEAN events and activities, identifying and nominating CEAE graduates to serve on the EJEAN alumni committee, establishing and maintaining ongoing social media presence for the Network with CAEA graduates.
17. Leverages relationships with graduates to aid in recruiting them to other HUC-JIR programs, particularly in the Schools of Education.

**MINIMUM QUALIFICATIONS**

Master’s degree in Jewish Education, Jewish Communal Service or Non-Profit Management, Social Work, Adolescent or Adult Development, Experiential/Informal Education, or similar.

3-5 years’ leadership experience (involving program, personnel, and curricular oversight) in Jewish informal, experiential, and/or service learning setting(s) working with adolescents and/or emerging adults (e.g. youth work, camping, Israel trips, service-learning expeditions).
Candidates selected for employment at HUC-JIR are subject to a background check and may be subject to medical inquiries and/or medical examinations to determine ability to perform the job.

Please send resumes and cover letters to Lora Zyman, lzyman@huc.edu.