



### **Position: Project Associate, Government Funding and Professional Development**

The Jewish Education Project seeks a proactive, detail-oriented, and well-organized Project Associate who finds passion in the world of Jewish Day Schools to manage the day-to-day operations of our government work and professional development in the Day Schools and Yeshivot team.

Reporting to the Managing Director, Day Schools and Yeshivot, this position will work closely with the Director, Government Funded Programs and Director, Professional Learning and Growth. The role requires knowledge of current educational ideas and practices, an understanding of the broader governmental and day school landscapes and a dedication to strengthening the relationships between the two and with The Jewish Education Project. This position will have a July 1, 2019 start date.

#### **Responsibilities:**

The Project Associate, Government Funding and Professional Development role falls into three major categories:

- 1) Manage day-to-day operations for the programs
- 2) Manage and advise on educational funding that schools receive from the government
- 3) Research and advise on professional development opportunities for educators in our programs

#### **Who We Are:**

The Jewish Education Project mobilizes people to reimagine and transform the field of Jewish education to meet the needs of today's children, teens, and families. Every day, we work with dedicated Jewish educators, in New York and across the country. From classrooms, to labs, to forests, exciting Jewish education is happening all around us. Together, we can help every child, teen, and family thrive as Jews and in the world.

#### **Who You Are:**

- BA in education or related field and 3 – 5 years' experience.
- A background/familiarity with managing government relationships, grants, professional learning programs, or partnerships.
- Extremely detail oriented and deadline driven, willing to reinforce deadlines for team, and commitment to follow-through.
- Strong knowledge of Microsoft Excel
- Excellent communications skills both verbally and in writing.
- Experience working with budgets and tracking finances against a budget.
- Extremely strong interpersonal skills and the ability to develop positive relationships with a wide variety of people.
- Takes responsibility and ownership of his/her portfolio of work
- Positive attitude and commitment to The Jewish Education Project's mission

#### **What We Offer:**

- Salary information will be provided upon invitation for first interview
- 3 weeks paid time off in year 1 and increasing incrementally on a set schedule



- Comprehensive health insurance
- 401k plan and matching
- Commuter benefits
- Early close on Fridays for Shabbat
- Closed for most Jewish holidays
- Shortened summer hours
- A positive working environment with exposure to great learning opportunities and a chance to meet and work with some of the top professionals in the field of Jewish Education

**How to Apply:**

- Please submit resume and cover letter to [careers@JewishEdProject.org](mailto:careers@JewishEdProject.org). Please include the job title in the email subject line.
- The Jewish Education Project is an equal opportunity employer.

**Location:** 520 Eighth Avenue, 15th Floor, New York, NY 10018

*The Jewish Education Project aims to select, place and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class. We encourage and support diversity and tolerance in our workplace.*