



Position: Sr. Project Manager, Generation Now

The Jewish Education Project seeks a highly motivated individual who is proactive, detail-oriented, organized, and passionate about Jewish teen engagement/education. The Sr. Project Manager will work with the Project Director, Generation Now, to further design a senior fellowship intended to transform the field of teen engagement into one driven by a new outcomes-oriented practice. The Sr. Project Manager will be a key partner in the design of programmatic content and centrally responsible for facilitating relationships with some of the 40 fellows we support as well as key elements of project management for the fellowship. In addition, s/he will provide operational support to other teen engagement projects within the agency, most specifically working with national youth serving organizations (aka teen organizations). The right candidate will be able to step in, organize, and manage ongoing projects and programs while also bringing content expertise in teen engagement, Jewish experiential education, and/or adolescent development.

Reporting to the Project Director, Generation Now, this position is currently funded through December 2020, and will work closely with the Jewish Teen Education & Engagement Funder Collaborative as well as the forty fellows we support. The role requires a keen understanding of the broader teen engagement landscape.

Responsibilities:

The Sr. Project Manager, Generation Now, will be expected to:

- Alongside the Project Director and other team members, implement a supportive, cohort-based fellowship, including in-person gatherings and virtual learning opportunities.
- Provide direct project management for all Jewish Education Project directed activities as they relate to the fellowship.
- Alongside the Project Director and other team members, administer a stipend for professional development opportunities for all fellowship participants – this may involve identifying, contracting with, and monitoring the work of outside coaches.
- From time to time, lead educational sessions for the fellows, including both in-person and virtual engagements.
- Provide leadership for in person gatherings of the fellows and oversee work with youth serving organizations.
- Communicate with the Teen Engagement and Education Funders Collaborative staff, a key partner in the fellowship design and implementation, and with national youth serving organizations.
- Manage communication with the fellows.
- Serve as an integral member of the organization's program team, in particular with the teen engagement team members.
- Ensure appropriate financial transaction tracking and overall budget tracking to support grant reporting.
- Regular communication with funders and completion of grant reporting.
- Ability to travel nationally up to three times per year and to Israel possibly once per year.
- A key member of the broader program team
- Other organizational responsibilities as needed.

Who We Are:

The Jewish Education Project, a New York-based agency and beneficiary of UJA-Federation of New York, works closely with educational leadership in day schools, congregations, early childhood settings, teen programs and beyond to spark and spread innovative approaches that expand the reach and increase the impact of Jewish education for children, teens, and families. With a focus on serving New York (the five boroughs of NYC, Westchester, and Long Island), The Jewish Education Project is also engaged in a number of national initiatives supported by major foundations. The Jewish Education Project has established itself as a leading organization in transforming Jewish education.

Who You Are:

- Strong understanding of the Jewish professional and teen landscape.
- Advanced degree MBA/MPA/Non-Profit Management, Education or related field.
- Minimum of 4 years experience with a track record of innovation and success.
- Strong familiarity (from either participant experience or direct implementation responsibility) with professional development seminars/workshops or similarly formatted programs.
- Demonstrate an entrepreneurial spirit, creativity, flexibility, and will display leadership in all aspects of work.
- Excellent communications skills both verbally and in writing.
- Excellent project management and organizational skills with attention to detail and commitment to follow-through.
- Takes responsibility and ownership of his/her portfolio of work
- Experience working with budgets and tracking finances against a budget.
- Deep knowledge of the diverse and pluralistic Jewish youth landscape.
- Extremely strong interpersonal skills and the ability to develop strong relationships with a wide variety of people.
- Strong commitment to the principles of experiential Jewish education as a primary vehicle to educate and engage teenagers today as well as to the philosophy of Thriving as the primary goal for Jewish teen engagement.
- Computer proficiency, including social media skills
- Positive attitude and commitment to The Jewish Education Project's mission

What We Offer:

- Competitive salary
- 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
- Funds towards professional development
- 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. 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.