



Project Manager, Online Educational Content

The Jewish Education Project

New York, NY

Opportunity for Impact

The Jewish Education Project has been devoted to ensuring that Jewish education is in tune with the forces that impact our world and our communities in a changing environment. In March 2020, with the outbreak of the Coronavirus pandemic, stay at home policies were implemented nationally and physical schools across the United States were closed. Schools were inundated with services from various organizations, and educators were scrambling to adapt to a new reality of digital learning. The marketplace of online Jewish learning, once sparse, became cluttered and confusing. In a panicked state, Jewish educators used whatever they could find, with little time to ascertain quality.

Taking stock of our community's digital learning needs, we are currently creating and building a robust user-friendly portal that will support educators during the crisis and beyond. This platform will be a springboard for necessary additions to the Jewish educational landscape, including **a robust body of educational resources**, the provision of **ongoing professional development** and a **mechanism to hold convenings and gatherings** for Jewish educators.

We are committed to being at the forefront of ensuring that Jewish education remains relevant and meaningful in the lives of Jewish youth and their families today and tomorrow. For more information about The Jewish Education Project, please visit www.jewishedproject.org

Position Overview

The Jewish Education Project seeks a full-time **Project Manager of Online Educational Content**, a key team member responsible for managing the execution of educational technology for the agency, including this new online resource portal.

Reporting to the Managing Director of Educational Technology and Strategy, the successful candidate will be a **content curator and creator** responsible for researching, compiling and adapting curriculum, digital information, stories, articles, images, webpages, and videos for inclusion in our resource offerings. S/he will be responsible for managing the entire life cycle of educational digital assets within the organization. Close collaboration with content partners and with internal multidisciplinary teams will be required. We further acknowledge that a successful candidate will be joining an exciting, albeit new, initiative that is currently in formation, as are some of the details of this position.

Key Responsibilities:

- Coordinate with team members, resource and organizational partners/providers and subject matter experts to develop, create and/or curate content for the platform; align and discern content quality and integrity
- Manage inquiries from/through the portal; use project management skills, tools, and timelines to ensure deadlines are met.
- Research, evaluate and select digital assets such as stories, articles, webpages, MOOCs, images, and videos, from a wide variety of online sources; Writing, editing, curating, and discovering additional educational resources
- Design and facilitate small and large group training activities as needed.
- Ensure best design and format consistently across all deliverables.
- Keep digital assets current, accessible, and updated as new versions are released
- Research, obtain, and appropriately document permissions clearance to use information, images/graphics, videos, etc. from the author and/or original source
- Implement and maintain appropriate digital asset storage and organization
- Research emerging trends and technologies in educational products and digital content creation and curation; project manage subsequent site design modifications and enhancements
- Assist in the implementation of e-courses using proven methodologies including the comprehensive integration of digital technologies (VR, video lectures, games, interactive assessments, instructional videos, e-learning, etc.) to achieve desired learning outcomes.

Experience, Qualifications, and Competencies

Our ideal candidate has experience in online research, digital content curation and curriculum development, as well as technological savvy across multiple platforms, devices, and digital resources. A passion and enthusiasm for Jewish educational content and an ability to maintain focus and motivation throughout the completion of repetitive tasks are also needed to succeed in this position. Specifically:

- Minimum 2-4 years experience in a Jewish educational environment, including Hebrew school, camp, day school; at least 1-year of experience in digital or other content curation, EdTech, or related role preferred
- Familiarity with curriculum development, lesson plans, online learning market and/or other pedagogies
- Fluency, competency and literacy in multiple digital platforms and technology, preferably instructional design, with the ability to quickly grasp new technologies
- Ability to effectively manage multiple projects at the same time, prioritize tasks, identify and mitigate risks, and meet tight deadlines while still maintaining high-quality work
- Ability to obtain an acceptable minimal level of academic mastery of the educational subject matter being curated to ensure high-quality appraisal and selection of assets
- Familiarity with automated curation methods such as collaborative filtering, semantic analysis, and/or social rating and ability to utilize and navigate large curation databases such as DCC, ACM, and EBSCO a plus
- Creative and inquisitive, able to think beyond the traditional educational landscape to use digital technology to influence Jewish education of tomorrow
- Ability to make decisions and sound judgments on content with limited information available
- Ability to work collaboratively and effectively with a multidisciplinary team with a strong execution and service orientation and proven project management skills.
- Clear and effective communicator with strong writing and editing skills
- Deep familiarity with Jewish educational landscape, and direct Jewish education experience a plus,
- Bachelor's degree required. A Master's degree in Jewish Education/Education preferred.

What We Offer

- Three weeks paid time off in year 1; increasing incrementally on a set schedule
- Comprehensive health insurance
- 401k plan
- Commuter benefits
- Early close on Fridays for Shabbat and closed for most Jewish holidays
- Shortened summer hours
- A positive work environment with exposure to great learning opportunities and the chance to 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: Remote until September 8, 2020 / 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.