



Program Manager, RootOne

The Jewish Education Project
New York, NY

Your Opportunity for Impact

RootOne is a “Jewish start-up” – an innovative, dynamic initiative that is pro-actively inspiring a generation of teens to be more confident and proud Jews as they enter the next stage of their lives. Along with its youth serving organization grantee partners, RootOne redefines and deepens the typical teen Israel summer trip experience so that its impact is long-lasting. It does so by reducing the cost of participation, and by elevating and diversifying Israel experiences to make them more accessible, and more impactful, to a wider audience of Jewish teens.

We know that an intentionally designed and well-facilitated immersive experience in Israel has the capacity to breathe vitality, passion and commitment among Jewish teens that could directly impact the future landscape of North American Jewish life. It provides a framework that allows Jewish teens to explore many of the issues that matter most to them as adolescents and as young Jews.

RootOne wants to transform an entire generation of North American Jewish teens by maximizing the impact that immersive Israel experiences have on their Jewish identity and their relationship with Israel. In order to do so, RootOne - along with its grantees - is redefining the teen Israel experience. By establishing clear outcomes for Jewish teens, and then mapping a robust and innovative set of strategies, resources, and pedagogies based on those outcomes, RootOne is elevating the way teen Israel experiences are designed, implemented, and evaluated.

RootOne is an initiative of The Jewish Education Project, an agency 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, please visit www.rootone.org and www.jewishedproject.org

Position Overview

RootOne seeks a full-time **Program Manager** to manage multiple and complex projects across the RootOne initiative. The successful candidate will develop and implement project plans and budgets to deliver expected results, set direction and prioritize work across numerous projects, while aligning goals and delivering timely results. S/he/they will coordinate logistics and project management support, as well as internal reporting that drives KPIs for the total team.

Key Responsibilities

- Leveraging project management tools to manage day-to-day operations, automate tasks, ensure quality, and promote process efficiencies.
- Managing project communications and process adherence across multi-disciplinary teams.
- Understanding project scope and preventing scope creep.
- Identifying shifts in timing, deliverables, budgets, and resources while communicating potential impacts.
- Developing and managing project timelines based on hours needed to complete the deliverables required; breaking project down into small pieces (stages) and understand the deliverables at each stage.
- Partnering with RootOne teams to ensure monthly tracking of budget is accurate and within scope; managing project budget reporting with agency finance team, including tracking and reporting monthly.
- Ensuring vendor billing is accurate by tracking, reporting, evaluating, and managing projects.

Who You Are

- Proficient in project scoping, project planning, resource management, timeline creation and budget management.
- Knowledge and experience with project management tools such as: MS Project, Asana, Monday, Smartsheets
- 5+ years of project management experience with teams across disciplines; keen understanding of integrating multi discipline team across a program.
- Ability to maintain focus under pressure, be thorough, and keep a positive attitude; ability to think outside the box and understand the outcomes, not just the process.
- Accountable, reliable, and dependable with acute attention to detail, accuracy, and stellar organizational skills.
- Exceptional written and verbal communication skills; ability to break down complex information.
- Gains trust to build productive and constructive relationships; encourages an environment of teamwork and excellence.
- Adaptable and able to anticipate issues and needs before they arise and take the necessary steps to alleviate and/or mitigate.
- Self-motivated and proactive with proven ability to own/lead/run large scale projects with minimal supervision.
- Ability to keep multiple projects - and multiple team members - moving forward simultaneously and successfully.
- Demonstrated self-awareness, cultural competency and inclusivity, and ability to work with colleagues and stakeholders across diverse cultures and backgrounds
- Candidates with diverse racial, cultural, educational, and experiential backgrounds are urged to apply.

What We Offer

- Salary in the range of \$75,000 - \$85,000 depending upon experience.
- Three weeks paid time off in year 1; increasing incrementally on a set schedule
- Comprehensive health insurance
- Paid family leave
- 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.

Where You Will Work: Hybrid work environment with Tuesdays and Wednesdays at 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.