

Havurah Shalom
JOB DESCRIPTION
Program Director
Full Time Position

Reports to: Havurah President(s)

JOB SUMMARY:

The Program Director is a key member of Havurah Shalom's leadership team. The Program Director will implement and evaluate Havurah's congregational goals through delegation of tasks to staff or through direct implementation and will supervise Office & Facilities Manager, Communication & Engagement Manager and Music Coordinator. This position is essential to the ongoing operation of Havurah Shalom and plays a key role in meeting the mission of the organization.

Primary Tasks and Responsibilities:

Hadracha (Governance)

25%

- Ensures that weekly staff meetings and monthly staff/lay leadership meetings occur to support planning and implementation of annual congregational programming goals.
- Ensures a culture where all team members are respected for their roles within the congregation.
- Encourages sharing of current projects each staff person is working on with the entire team so there is an awareness of each role and the ability to identify opportunities for collaboration with each other and congregants.
- Attends monthly evening Steering Committee meetings
- Helps strengthen all Havurah committees as needed by supporting committee chairs
- Liaises/coordinates with other staff to ensure effective and efficient program delivery.
- In coordination with the Communication & Engagement Manager, creates an annual participation survey and other surveys as needed to help members engage in the Havurah community and increase collaboration among different cohort groups.
- Develops a program evaluation framework to assess the strengths of all programming and to identify areas for improvement, in conjunction with all staff and Steering
- Helps lay leadership and staff members develop and implement programmatic goals. Identifies potential gaps in programming to meet community needs.
- Ensures that the community engagement activities of all staff are prioritized, coordinated, and documented in ShulCloud.
- Supervises Office and Facilities Manager, Communications & Engagement Manager, and Music Coordinator.
- Acts as bridge between Rabbi and Education Director to Office & Facilities Manager, Communications & Engagement Manager, Music Coordinator, volunteers, and others who are involved in implementing logistics for programming.

- Supports day to day financial operations (check deposits, bill paying, HR and benefits) through supervision or delegation of tasks to staff or congregational leaders as appropriate to task.
- Secures and maintains personnel files
- In coordination with Finance Committee members and soon to be formed Personnel Committee will provide oversight of health insurance enrollment for all paid staff

Limud (Education)

25%

- Partners with Education Director and ACE (Assistant Coordinator for Education) in the ongoing functioning of Havurah's family cooperative Shabbat School, which includes approximately 90 teaching parents and 120 students (Grades K-6).
- Within 12 months will have oversight of tasks related to scheduling approximately 28 teaching teams a year and other education meetings (3-4 with co-chairs, 3-4 with Middle/High School Committee, and 6-10 more with paid staff (MS/HS and Hebrew teachers)
- Within a year will have oversight to ensure that adequate support is provided to Shabbat School (K-6th), Middle School (7th-8th), High School (9-12th) and Adult Education programs which include prepping, disseminating, tracking, and restocking physical resources, collecting parent-teacher generated new lesson plans and resources, updating online resources, logistics, communications and budgeting needs. These tasks will either be done by Program Director or delegation to Office and Facilities Manager and Communications and Engagement Manager.
- Helps Education Director and ACE research, streamline, condense, and develop new curricular resources and units.
- Participates with Education Director, ACE, and Shabbat School co-chairs on issue resolution as needed.
- Initially will observe Education Director lead Shabbat School teaching team meetings with the intent to lead independently 4-5 a year within 12 months.
- Serves as on-site presence for Shabbat School on 8-9 Saturday afternoons a year (with Shabbat School Co-chairs, ACE and Education Director) and 2-4 Wednesday evenings for Middle/High School programs. The intention is this will increase to attendance at 17 Shabbat School afternoons a year (Saturday 10-6 p.m. when there is also Tot Shabbat (3-6 a year) or other morning programming or 1-6 p.m. when only Shabbat School)

Kehillah (Community)

15%

- Schedules, promotes, and plans events for families with young children including 8-9 Tot Shabbats, Shabbat in the Pool, Shabbat on the Park and other events as identified, in consultation with Rabbi and Education Director.
- Responsible for outreach to families with young children, either through direct contact or delegation to other staff or committee leads, and ensure continued follow through to engage families
- In partnership with Communications & Engagement Manager plans holiday celebrations identified as community priorities, and coordinates with the Holiday Committee and other

staff to ensure templates are created, plans are in place, and roles and responsibilities are understood, including overseeing recruitment of logistics leaders.

- In coordination with all staff and High Holidays Liturgy and Logistic Committee plan for High Holiday services including logistics, budgeting, safety, child care, food, volunteer recruitment, communication, coordination with the Tiffany Center staff, Portland Police, etc.
- Helps recruit leaders and encourages leadership development of members to support Havurah's ongoing work through a coordinated effort with lay leadership, staff, and committee chairs.
- Provides link to the greater Portland Jewish community through identification of opportunities. Attends appropriate meetings or recruits members or other staff to attend.

Tikkun Olam (Social Justice)

20%

- Provides support to the Tikkun Olam committee, co-chairs, and workgroups.
- Supports the implementation of Havurah's long-range plan goals including the development of intergenerational Tikkun Olam programming.
- Assists in the integration of Tikkun Olam in all areas of Havurah's programming

Avodah (Spiritual)

15%

- Supports the infusion of music throughout Havurah programming through having active connections with musicians and proactively being aware in which programs music would be needed and desired.
- Coordinates music for monthly Kabbalat Shabbat in partnership with the Rabbi and Music Coordinator.
- In partnership with Rabbi and Education Director, helps plan and staff Shabbat programming for families or Bnai Mitzvah cohort (3-5 Shabbat evenings or mornings per year).
- In partnership with Rabbi and Education Director, supports Bnai Mitzvah process for families through coordination with the Bnai Mitzvah Committee, ensuring templates are created, roles and responsibilities are understood, and logistical needs are delegated to appropriate staff and/or supported.

Education and Experience

Required

- Bachelor's Degree
- Two years of experience performing a full range of administrative functions
- Two years of experience in providing supervision
- Two years of experience working either as employee or volunteer in a Jewish communal setting
- Ability to work some weekends and evenings
- Experience in non-profit or membership organization

Preferred

- Master's Degree
- Three to five years of experience performing a full range of administrative functions
- Three to five years of experience in providing supervision
- Three years of experience in Jewish education through teaching and curriculum development
- Three to five years of experience working either as employee or volunteer in Jewish communal setting

Skills and Critical Characteristics:

- Ability to take a strategic plan, and collaboratively develop with staff, lay leaders, and congregants long and short-term goals that will allow Havurah to actualize those goals
- Ability to see the overall mission as well as implement the smallest of details to accomplish goals
- Ability to work successfully and respectfully with staff, clergy, congregants, partner organizations, and other community organizations; respect diversity of backgrounds, perspectives, personalities and communication styles
- Ability to work well within a team setting and assist in building and maintaining a positive team environment; hold people accountable, evaluate processes and make needed changes
- Possess organizational skills to track outcomes, manage workload, anticipate upcoming program needs, as well as respond to shifting priorities
- Approach all activities with the lens of congregant engagement, demonstrating genuine interest and respect for each individual and the ability to build relationships
- Expert computer skills; advanced proficiency with Microsoft Office Suite and Google docs, ability to learn and use database systems, create and utilize spreadsheets, develop publicity materials

Compensation and Benefits

- Salary Range \$50,000-\$53,000 dependent on education and experience
- Health insurance for employee and dependent children

Resume and cover letter to havurahjobpost@gmail.com

Havurah Shalom is an Affirmative Action, Equal Opportunity Employer. We do not discriminate against any employee or applicant on the basis of race, color, sex, age national origin, marital status, disability, veteran status, sexual orientation, gender identity, gender presentation or other classification protected by law.

April 2018