

Hebrew at the Center Hebrew & Experiential Education Manager

A long-time leader in the day school space, *Hebrew at the Center* is undertaking two new, innovative projects with the goal of increasing Hebrew engagement in the informal education space. Who are we? A vision-led organization dedicated to the revolutionizing of the teaching and learning of Hebrew, seeking to make Hebrew an integral part of individual's Jewish identity and a communal priority. We are expanding our presence and visibility in the community as we grow the organization beyond its current offerings. We are looking for a partner in this effort, providing creative energy and leadership in the areas of pedagogic materials suitable for informal settings such as residential camps and beyond, experience working with both North American and Israeli educational staff, a passion for Hebrew, and strong program management skills and experience.

The candidate selected will be fundamental to the development, coordination, and execution of this effort. Working collaboratively with the CPO and CEO, s/he will:

- Working under the direction of the pedagogic team, develop materials and tools for educators in the informal Hebrew education space to support activities in the areas of Hebrew language, Hebrew culture, visual presentation of Hebrew, and discussions about the meaning of Hebrew;
- Work with the pedagogic team to create training programs for both camp-based staff and select *shlichim* who will take the lead in delivering the activities in the residential camp setting;
- Work with the camping project program team in a coordinator role to ensure the project unfolds according to the timeline, meeting set benchmarks and deadlines;
- Working with the CEO and the Director of Marketing and Digital Communication to help in the recruitment of camps in North America and to ensure appropriate PR regarding the camp initiative;
- Work with the planning team to support communications with selected camps and their relevant staffs and leadership;
- Assist in managing evaluation efforts, including scheduling surveys, camp visits, and meetings with key stake holders;
- Work with the CPO and CEO in developing additional resources to support pre-trip, land-based, and post-trip Hebrew activities for Israel trip participants, North American-based leaders, and Israel-based field educators;
- Provide additional expertise in informal education methodologies to the HATC pedagogic team to support projects in day schools and part-time settings as needed.
- Participate in a regular process of performance reflection and evaluation
- Submit project documentation as needed
- Complete additional duties as needed to ensure that we reach HATC's strategic goals

We will be excited to meet a candidate with the following skills and attributes:

- Experience in developing curricular and pedagogic material in informal settings, with strong preference for significant experience in North American Jewish nonprofit camps;
- Familiarity with the educational dimensions of the Israel experience, with experience with youth and young adults preferred;

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- Exceptionally organized, able to keep track of details, plan ahead and coordinate the various elements of at least two major projects that involve coordination with multiple partners;
- Experience in event planning related to both in-person and virtual training events;
- Familiarity with the intercultural dynamics of working with Israelis & North Americans, and experience working with the educational milieu in both communities;
- Advanced oral proficiency in Hebrew and English and comfort working in a Hebrew-only environment;
- Superior/Advanced writing skills in English;
- A highly motivated and self-directed individual who also appreciates working with a team of professional colleagues and a range of stakeholders
- Maturity, flexibility, passion, authority and good humor
- Bachelor's degree required, graduate degree preferred; major in informal education, Jewish education, language acquisition preferred
- Three years minimal relevant professional experience

The Manager is a key partner in the organization's pedagogic team at an exciting time of growth and development and is prepared to help build a unique institution with a robust, North American profile. This flex-time position can be located anywhere and will begin at a fifty percent FTE and grow towards fulltime, with annual salary range of \$75-79,000 (\$37,500 – 39,5000 during 50% FTE), commensurate with experience. This position to be filled by February 1, 2021 or soon after.

To apply: Please send a resume, cover letter, and a writing sample to: Rabbi Andrew Ergas, CEO, *Hebrew at the Center*, andrew@hebrewatthecenter.org.