

Pritzat Derech Project Coordinator Job Description

A long-time leader in the day school space, *Hebrew at the Center* is launching an initiative to help Jewish day schools better support the needs of students with dyslexia and other language-based learning disabilities as they begin and continue their Hebrew learning journey. With the support of the Lippman Kanfer Family Foundation and the partnership of Gateways, MaDYK, Prizmah, and the Shefa Center, we are launching the discovery phase of the *Pritzat Derech* initiative and are looking for the right professional to serve as the Project Coordinator. Working closely with a planning team made up of representatives from the professional partners, this individual will conduct a literature review and field mapping, organize two convenings, document findings, integrate emerging learnings into a potential plan, and manage the day-to-day work of this projected eight-month effort.

Core Areas of Responsibility:

Support the Planning Team

- Schedule and staff monthly meetings of the Planning Team consisting of representatives from Gateways, Hebrew at the center, MaDYK, Prizmah, and the Shefa Center, along with a liaison to the Torah Umesorah community
- Ensure effective inter-organizational communications
- Prepare regular updates and reports as initiative advances

Aggregate and Curate Existing Research and Best Practices

- With guidance from Planning Team, generate a literature review regarding serving students with dyslexia and other language-based learning disabilities appropriate for day school settings, including various approaches and schools of thought, issues related to these challenges and the reading of the Hebrew language, and these challenges and their implications for second language learners
- Generate a reader that can be shared with the participants of the planned convenings
- With guidance from the Planning Team, collect and curate current best practices and individual initiatives at play in the Jewish day school world, and where appropriate, in other similar types of second-language learning settings

Organizing Convenings

- Assist in the determination of the correct invitation list to invite individuals and organizations to join the Working Group
- With guidance from the Planning Team, work with the HATC Events Coordinator to arrange the logistics for Convening One (early Fall 2023) and Convening Two (late Fall 2023/early Winter 2024)
- Manage the registration and program for both convenings

Project Management

- Ensure the project moves forward and hits all set activity benchmarks
- Collect all generate materials and document learnings and potential recommendations for subsequent phases of the initiative
- Work with the HATC Chief of Staff & Director of Education and the HATC CEO to track expenses related to the initiative
- Work with the HATC Director of Institutional Advancement to ensure any necessary materials for foundation reports or proposals are accurate and timely

Additional Areas of Responsibility:

- Participate in meetings of all relevant HATC staff meetings
- As appropriate and under guidance of HATC Chief of Staff & Director of Education, provide sessions on learnings to HATC pedagogic team and the field

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

- Experience in academic research and the development of literature reviews
- Familiarity with Jewish day school settings and culture
- Familiarity with the field of special education; professional experience with language-based learning preferred
- Exceptionally organized, able to keep track of details, plan ahead and coordinate an initiative that involves multiple organizational partners and stakeholders
- Experience in event planning related to both in-person and virtual events
- Superior/Advanced writing skills in English;
- A highly motivated and self-directed individual who knows how to effectively “manage up”
- Maturity, flexibility, passion, authority and good humor
- Bachelor’s degree required, graduate degree preferred; major in special education, Jewish education, language acquisition or other relevant disciplines preferred
- Five years minimal relevant professional experience

The Project Coordinator will serve as a member of the Hebrew at the Center staff and will report to the HATC Chief of Staff & Director of Education. This flex-time, eight-month position can be located anywhere in North America and will begin at fifty percent FTE and may grow towards fulltime depending upon funding and the launch of post-discovery phase efforts, with annual salary range of \$55,000 – 60,000 (based on an annual fulltime rate of \$110,000-\$120,000 per year), commensurate with experience. This position is to be filled as soon as possible.

To apply: Please send a resume, cover letter, and a writing sample to: Dr. Esty Gross, Chief of Staff and Director of Education, *Hebrew at the Center*, estyg@hebrewatthecenter.org.