Community Director

The Boston-area Jewish Education Program (BJEP), now in its 53rd year, is seeking to appoint a Community Director for our independent Jewish Sunday school located on the Brandeis campus in Waltham. We are looking for a charismatic community builder to grow the program, who is also a dynamic leader and educator. Please apply to this role if you want to be the “face of BJEP” to the Boston area community, an innovative thinker, a strong organizer, and are ready to lead this our Jewish education program.

Director’s Responsibilities
The ideal candidate must be passionate about fostering a strong sense of Jewish community through innovative and engaging programming, have an outstanding track record in teaching, curriculum development, managing a teaching staff, managing collaborative partners and leading recruitment activities. Responsibilities for this program for students in grades K-7th can be categorized into three key areas:

Community builder:
• Be the “face of BJEP” to recruit new families and continue to build awareness among key constituents.
• Be visible and engaging while BJEP is in session on the Brandeis campus, attending and leading all-school events and other gatherings. Serve as BJEP’s liaison to Brandeis University and other external collaborative programs.
• Communicate regularly with BJEP families via weekly e-newsletter, email and conversations.

Educator:
• Enthusiastically lead our Brandeis student teachers, develop and oversee orientation and workshops; review and approve weekly lesson plans and homework assignments.
• Hire, train, supervise, and support teachers, tutors, madrichim, and specialists where needed.
• Manage and continue to improve a comprehensive and engaging Judaic and Hebrew curriculum. Consider recent Program Evaluation for ideas and opportunities.

Program Manager:
• Plan and execute programs throughout the school calendar, including community, holiday, family and grade-based programs, managing the day-to-day operations. Supervise Brandeis students to manage scheduling facilities and services, purchasing supplies, and other administrative tasks.
• Manage activities within the allocated budget, and regularly report to the Board.
• Contribute to grant-writing process when grants are identified to support dynamic programming.

Qualifications:
• At least three years as a Jewish educator, preferably as an education or program director
• Bachelor’s degree, clergy a plus.
• Excellent written and oral communication and presentation skills, with strong networking skills.
• Advanced knowledge of Jewish customs, traditions and texts, Hebrew, as well as current educational trends.
• Passionate about Judaism and Jewish education, provide inspiration to connect students with their Jewish identity.
• Warm, vibrant, accessible, professional, open-minded and creative multitasker.
• Familiarity with grant-writing and/or contributing to applying for grants would be a plus.

Timing: This role is part-time, approximately 25 hours per week, and offers some flexibility when BJEP is not in session and to work from home during the week. The position will begin as of June 1, 2020, or as agreed.
More information:  http://bjep.org/

Compensation:  Negotiated or Commensurate with experience.

How to Apply:
1) Add ‘Director + Your Name’ in subject line;
2) Send cover letter addressing key requirements and Resume, by April 22, 2020
3) Send by email to the BJEP Board: bjepboard@gmail.com.
4) A writing sample and three references (with names and contact details) will be requested should we progress to the interview stage.

Timeline:
1) Cover letter/resumes reviewed by April 26, 2020
2) Schedule meetings (virtually) for week of April 27, 2020 (and if requested, receive writing sample and references).
3) Note, we may choose to schedule additional meetings (virtually) with other members of the BJEP community.
4) Appointment:  early to mid-May
5) Starting date:  to be discussed, soon after appointment date (no later than June 1, 2020, with some room to begin earlier)

Last revised:  March 2020