**National Program Director**

**Location:** Can be based anywhere in the United States  
**Description:** Full time  
**Start Date:** Spring 2022, exact date flexible  
**Salary:** $90,000-$110,000

Avodah believes that Jewish leaders have the power to help change our country for the better. For the past 23 years, Avodah has built a vast network of Jewish leaders who have come through our programs and now lead communities across the country, created a robust educational curriculum with which we have reached tens of thousands in the broader community, and developed an unparalleled analysis of social justice issues through a Jewish lens.

Nationally, Avodah is recognized as a leader in immersive Jewish justice education. Avodah’s work sits at the nexus of so many of today’s primary concerns in our country, and in the Jewish community and beyond, and includes:

- Developing strong and values-driven leaders who can grapple with and navigate pressing issues in our country;
- Creating an inclusive community that reflects the true and diverse makeup of American Jewry;
- Investing in young Jewish adults and providing meaningful points of connection with Judaism;
- Addressing the racism and inequity that the past few years in particular have laid so painfully bare; and
- Developing a Jewish communal response to injustice that draws on our deeply-held Jewish values.

We train and support emerging and current leaders with the tools, knowledge, and networks they need to contribute their skills and passion to advancing social justice across the country and deepen the fabric of our diverse Jewish communities. Avodah’s **Jewish Service Corps**, **Justice Fellowship**, **Alumni Network**, and **Institute for Social Change** have sparked thousands of Jewish leaders to do justice work, added millions of dollars in critical staff capacity to anti-poverty organizations, and helped strengthen Jewish life in the United States.
Position Overview

The National Program Director will be responsible for overseeing all the day-to-day operations of our long-established and renowned programs, the Jewish Service Corps, the Justice Fellowship and the Alumni Network, while also identifying strategic areas in which the programs can scale and evolve.

This role includes codifying the vision and goals for each of our established programs, managing program staff in developing and implementing work plans that will achieve these goals, and providing ongoing monitoring to ensure program implementation is on track and to address any roadblocks that may arise. Additionally, this role will work collaboratively with Avodah's senior leaders, Avodah's Board, and other key stakeholders to ensure Avodah's programming achieves its intended impact and continues to be relevant, sustainable, and mission driven.

We are seeking someone who is passionate about Jewish social justice, working with young adults, and creating engaging and transformative leadership development programming. Our ideal candidate is someone who can balance an expansive vision along with strong systems for implementation, has a track record of execution, and is deeply rooted in a vision of equity and Jewish values.

The National Program Director reports to the CEO and is part of the Senior Staff Team at Avodah. The National Program Director supervises the lead staff for each of our established programs. This is a full time position and requires regular weekday hours plus occasional weekends or evenings, and travel to complete job requirements. This position can be done remotely or, if in a city with an Avodah office, in the office (hybrid or fully).

Job Responsibilities:

Programmatic strategy and execution:

- Create and implement a program strategy across all programs and sites aligned with the strategic plan, which includes deliverables, timelines, metrics for success, and a clear division of responsibilities;
- Set and oversee budgets for the programs you oversee;
- Establish systems and protocols for monitoring progress toward programmatic deliverables;
- Surface key programmatic risks, challenges, decisions, and opportunities, and corresponding recommendations, to the CEO;
- Implement consistently high-quality evaluations of our programs, and use evaluations to recommend and implement changes;
- In partnership with the Service Corps Director and program staff, oversee and regularly update the Jewish justice curriculum for both the Service Corps and Fellowship, including local and national retreats, to ensure that all programmatic goals are met, and
that curricula is updated based on feedback from participants and new best practices for programming;

- Identify opportunities and strategy for scaling our programs both in our current sites and to new sites;
- Identify partnership opportunities for strengthening our programs’;
- Collaborate with the Director of the Avodah Institute for Social Change to align programming and identify opportunities for synergy between established programs and the Avodah Institute;
- Collaborate with the Manager of Racial Justice initiatives to carry out DEIJ (Diversity, Equity, Inclusion, and Justice) objectives in programming; and
- Periodically visit program sites and work in-person with program staff in their cities and at national gatherings.

**Managing and training staff:**

- Ensure that program staff have the training, support and resources to do their jobs well;
- Collaborate with the Director of Program Operations to ensure that all major programmatic processes operate smoothly;
- Oversee the hiring and training of all program staff;
- Identify and implement professional development opportunities for program staff;
- Plan and facilitate program team meetings;
- Strengthen communication systems and protocols to ensure alignment, sharing of best practices & collaboration across program areas; and
- Provide regular feedback and supervision to the Service Corps Director, Recruitment Director, Alumni Manager, and Fellowship Directors.

**Organizational leadership:**

- Collaborate with the Senior Staff team regarding plans to grow Avodah in numbers and impact, whether through new cities, permutations of current programs, etc., based on board-approved strategic direction;
- Work with development staff to help build local staff teams that support each other to raise visibility of Avodah in our cities;
- Work with development staff to make sure that development strategies align with program goals and to ensure that development staff have the programmatic information that they need;
- Support our communications staff, as they work to highlight and promote our program participants and alumni, and raise Avodah’s visibility;
- When appropriate, staff task forces (often with board members) to develop new policies or structures for new program initiatives (i.e. Economic Access, Mental Health);
- Fully attend all-staff retreat, program staff retreat, and Corps Member National Retreat;
- Serve on the Senior Staff team; and
- Represent programmatic elements of Avodah to the larger organization (includes other departments’ staff as well as the Avodah board), crafting trainings or providing
information as needed, including reports to the board on the lessons learned from each year’s mid-year and end-of-year data).

Who You Are:
We are looking for candidates who have at least 10 years of relevant experience, as well the skills and competencies listed below. We know that not all applicants will have all of the desired qualifications, and we encourage you to apply if you meet many of them and think you’d be a strong candidate for the role.

- **You are a strategic thinker** who can analyze challenges, bringing in different data points and viewpoints to create a mission aligned vision. You have deep experience in taking a concept from idea to execution.
- **You are an entrepreneurial and resourceful problem solver** who consistently overcomes challenges and leverages resources to creatively solve issues. You proactively ask for help, anticipate problems, and course-correct where needed.
- **You are accountable for your own work and the work of your team** and create and maintain systems to track progress and report results. You juggle competing demands, prioritize with ease and are efficient with your time. You are comfortable with deadlines.
- **You have a strong sense of ownership and resilience**, and bounce back from setbacks. You maintain a sense of calm and presence in the face of difficult situations.
- **You lead with a DEIJ (Diversity, Equity, Inclusion, and Justice) lens** and have experience in building authentic relationships with staff and participants across a range of identities. You have created organizational change that advances equity.
- **You are a skilled manager and coach** who inspires and motivates others to take action and meet their goals. You delegate skillfully and support your staff in decision-making.
- **You develop a feedback-rich culture for your team.** You help push others to their growing edges, see mistakes as learning opportunities, receive feedback as a gift, and acknowledge your own areas of growth.
- **You have a strong knowledge of our key content areas including:** anti-racism and anti-oppression frameworks; domestic poverty and social justice issue; the range and diversity of Jewish identity and practice; and leadership development for young adults.
- **You are an experienced program evaluator and program planner** who can level up our program evaluation systems and further develop our programmatic models.
- **You have strong curriculum development and facilitation skills** and have the ability to train others in these skills.

**Compensation:** $90,000-$110,000 (Note: We are planning a compensation study in 2022; our current salary range is dependent on experience, location and skill set required.)

What we offer:

- **Healthcare:** 100% employer paid medical, dental, and disability insurance
- **Time off**: Vacation days (starting at 15 per year and increasing with paid employment) and sick time (12 per year), plus paid time off for Jewish and secular holidays
- **Generous paid parental leave policy**
- **Flexible spending account options**
- **Retirement savings plan** with an employer contribution after 90 days of employment
- **A flexible work schedule**
- **Professional development funds** and opportunities to learn and grow
- **A strong organizational culture** and supportive team with employee well-being prioritized
- **Commitment to creating a diverse and inclusive workplace** that enables everyone to bring their full self to work and make a positive impact on the world
- **Being part of a passionate team** of people who are devoted to Avodah's mission

**To Apply:**
Please go to [this link](#) to fill out an application. We will begin reviewing applications starting on February 7, though if you are reading this after that date, we still encourage you to apply. The application will remain open until the position is filled.

*Creating a more just world is a core part of our mission, and Avodah is working to continually strengthen our efforts towards equity and inclusion in the workplace. We strive to build a diverse team that brings with them a variety of identities, backgrounds, perspectives, and skills. Sephardic and Mizrahi Jews, people of color, women, people with disabilities, immigrants, LGBTQIA people, and people who come from poor or working-class backgrounds are strongly encouraged to apply. Avodah is an equal opportunity employer.*