



NYC JOC Bayit Program Manager

Location: New York, NY

Description: Part time, 20-25 hours per week

Start Date: August 2022

Pay: \$30-35/hour

Avodah develops lifelong social justice leaders whose work is informed by Jewish values and who inspire the Jewish community to work toward a more just and equitable world. Since 1998, we've been training emerging Jewish leaders to take on the most pressing social and economic issues in America. We believe that the combination of on-the-ground experience, intensive professional and personal development, and supportive, pluralistic Jewish community lay the groundwork for a lasting commitment to social change.

Position Overview:

Avodah is seeking a Program Manager to support and implement programs for our Jews of Color (JOC) Bayit in New York City. The Program Manager is responsible for the program arc for the JOC bayit, including coordinating JOC specific programming, mentoring, and community building. The JOC Bayit Program Manager is an integral member of the NYC Avodah local team. They will also contribute to work with both the Manager of Strategic Partnerships, NY/Northeast, who oversees local development and community engagement in the NYC region, and with the broader Service Corps team of program directors. The Program Manager will report to the National Program Director.

We are in a phase of evaluating and re-imagining our JOC specific programming in our Service Corps. We hope the Program Manager will be part of that process alongside the National Program Director and Program Team, and there may be room for growth in this position as our work evolves.

Responsibilities Include:

Service Corps (70%)

- In collaboration with the National Program Director and NY Program Director, strategize and lead the programmatic development and execution of programming for JOC Corps Members in New York.

- Develop JOC specific curriculum arc for programming, including securing outside facilitators;
- Build and implement JOC Mentorship program and monitor mentor/mentee relationship;
- Facilitate and attend applicable NYC retreats and orientation, as well as any JOC specific programs and retreats;
- Support JOCs in developing their identities as JOC leaders
- Connect JOC Corps Members with local and national JOC leaders and organizations through collaborative programming and community events; and
- Create and hold space for JOC affinity groups.
- In collaboration with the NY Program Director, strategize and lead the programmatic development and execution of programming for those living in the JOC Bayit in NYC. Examples of this work may include:
 - Serve as a key programmatic point of contact for JOC Bayit Corps Members, including regularly staffing JOC Bayit programming;
 - Support JOC Bayit members in developing a strong intentional community
- Attend weekly Service Corps team meetings
- Attend monthly Program Team meetings

Service Corps Recruitment (30%)

- In collaboration with the recruitment team and communications team, consult on a marketing and communications plan for the JOC Bayit;
- Support outreach to organizations, synagogues, schools, and other spaces for JOC recruitment for the Service Corps
- Deepen and build Avodah's connections with JOC leaders, JOC-facing organizations and other DEI/REI professionals to steward strong relationships that will connect us to JOC applicants
- Connect with all JOC applicants through 1:1s or small-group conversations to help them learn about Avodah and navigate the application process;
- Interview JOC Service Corps applicants; and
- Staff recruitment events (career fairs, information sessions, pitches, etc.) as needed.

About You:

We are looking for candidates who have at least 4 years of relevant experience, as well the skills and competencies listed below. We know that systemic inequities in hiring have caused people from historically marginalized groups to only apply to jobs if they meet 100% of the qualifications. We encourage you to break this statistic and apply, as no one ever meets 100% of the qualifications. We look forward to your application.

- **You are an experienced educator and facilitator** who can translate our curriculum into an excellent program on the ground.

- **You build strong relationships and support the creation of strong communities.** You can mentor and guide young adults in developing their own leadership and building relationships.
- **You have a deep knowledge of our key content areas including:** anti-racism and anti-oppression frameworks; domestic poverty and social justice issues; the range and diversity of Jewish identity and practice; and leadership development for young adults.
- **You have knowledge of the JOC community and organizational landscape.**
- **You are committed to integrating social justice activism and Jewish life.**
- **You are accountable for your own work and are a strong project manager.** With a part-time role, you juggle competing demands, prioritize with ease, and are efficient with your time. You are comfortable with deadlines.
- **You are able to work evenings and weekends.**

Location: This position is based out of NYC and is expected to regularly work in person in NYC. In person work includes facilitating Corps Member programs, visiting placement sites, and meeting with Corps Members.

What we offer:

- **Healthcare:** 100% employer paid dental, vision, and disability insurance, and 50% employer paid medical insurance
- **Time off:** Vacation days, prorated for part-time status, 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

Working Conditions/Physical Demands:

The Program Manager is eligible to work either in the NYC office or as a hybrid employee. The role involves regular evening and semi-regular weekend programming, as well as occasional high volume periods particularly during the move-in and move-out portions of the program year. During these times the JOC Bayit Program Manager may be asked to assist with minor physical labor, as physical ability allows. The flow of the work is variable; there are times when the work is fast-paced and there are slower periods depending on the time of the program year. This position entails working with deadlines and prioritizing different responsibilities. The abilities to handle stressful situations with multiple projects underway at the same time, and to work both independently and collaboratively, are essential.

All Avodah staff who work in person must be up to date on their COVID-19 vaccinations.

To apply: Please click [this link](#) to apply. Due to the volume of applications, we are only able to respond to those applicants granted an interview. We will begin reviewing applications on July 5 and after that applications will be accepted until a hire is made and interviews will be set up on a rolling basis. Please direct any questions to jobs@avodah.net.

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 who bring 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.