



DC Service Corps Program Director

Location: Washington, DC

Description: Full time, in person work required

Start Date: September 2022 (exact date flexible)

Hourly Rate/Salary: \$60,000-70,000

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 analysis of social justice issues through a Jewish lens.

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:

Avodah is seeking a Program Director to oversee and implement our Jewish Service Corps in Washington DC. **This is an excellent position for someone who excels in roles that include especially varied responsibilities and variable flow of work. The ideal Program Director is a skilled educator and program facilitator who is passionate about building strong communities who can support each other in their work for social justice, Jewish identity development, personal growth, and the meaningful intersections between those. They are able to comfortably hold a range of logistical, emotional and educational responsibilities in order to ensure that the overall program runs smoothly and successfully. As the work will include virtual programming, the ideal candidate will have experience and comfort with virtual facilitation and program implementation.**

The DC Program Director is an integral member of the DC Avodah local team. They will work as part of a dynamic team with both the DC Manager of Strategic Partnerships who oversees local development and community engagement in the DC region, and with the broader service corps team of program directors. The DC Program Director will also work with the Service Corps Program Operations staff and other national program staff to support the DC service corps

members. The DC Program Director reports to the National Service Corps Director (located in Chicago).

Specific responsibilities include:

- Implement and serve as lead staff person on all aspects of educational programs including orientation, weekly sessions, retreats, and special programs, including the logistical planning and administration of the programs
- Coordinate and facilitate leadership development activities with Corps Members;
- Coordinate and facilitate community-building activities among Corps Members;
- In partnership with the part-time Ruach Avodah Advisor (Jewish identity and spirituality advisor), facilitate exploration by Corps Members of social justice and Jewish life;
- Provide resources and mentorship to Corps Members related to their work, community, and Jewish lives;
- Maintain ongoing relationships with placement sites including recruiting and selecting new placement organizations;
- Support Corps Members and placement organizations in navigating work related challenges;
- Interviewing and selecting new Corps Members, with support from the Recruitment department;
- Work with the National Program Operations team to actively oversee Avodah's residential properties, including: managing the house search when necessary, aiding in the move-in and move-out process, and resolving maintenance problems with residents and landlords;
- Collaborate with local and national staff to create a strong partnership between programming and fundraising; this may include: attending local fundraisers, identifying and preparing Corps Members to speak at external engagements, finding opportunities for community members to get to know the Avodah program and participants, and creating opportunities for the fundraising staff to support and work with Corps Members;
- Participate in the Service Corps staff team, including weekly supervision with the National Service Corps Director, attending and playing rotating roles in Service Corps staff team meetings, collaboratively updating curricula, informally serving team members with creative problem solving, and taking on occasional small national projects; and
- Participate in the cross-program team and the Avodah staff as a whole, monthly program team meetings, bi-monthly Avodah all-staff meetings, an annual all-staff retreat and an annual program team retreat; and
- Other duties as assigned.

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

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 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.**

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

This position is included in a union-represented collective bargaining unit, and specific terms and conditions of employment may be subject to a future Collective Bargaining Agreement.

Working Conditions/Physical Demands:

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 DC Program Director 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.

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. 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 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.