



Romemu Office:
43 Central Park North, Suite 1A
New York, NY 10026

Romemu Worship:
West End Presbyterian Church
165 West 105th Street
New York, NY 10025

(212) - 580 - 4294 | romemu.org

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| Job Title: | Program Associate |
| <p>Job Description</p> <p>Seeking an excellent Program Associate who wants to work in a fast-paced, entrepreneurial, spiritual, avant-garde, Jewish spiritual center.</p> | |
| <p>ABOUT Us: ABOUT Us: Romemu is a Jewish spiritual community based on Manhattan’s Upper West Side with a growing national and international presence. Our progressive, inclusive community combines traditional Jewish scholarship and prayer with deep spirituality, expressed through music, mindfulness and tikkun olam. Come join our highly energetic/strategic/soulful and super fun Romemu team!</p> | |
| <p>Job Purpose: The Program Associate plays a key role in the administrative oversight and execution of Romemu’s events and programs, with a primary focus on our Youth and Family Programming and Adult Education. The Program Associate is responsible for all logistical preparations, and publicity for our youth and family programming, including our Seekers Holistic Hebrew school, Shabbat & Holiday Programming, and our adult education classes—to ensure the smooth running of everything we do.</p> | |
| <p>Reporting Structure:</p> <p>The Program Associate reports to both the Director of Youth and Family and to the Associate Rabbi & Director of Lifelong Learning. This person will be splitting their time 50/50 between these two departments</p> | |
| <p>Roles and Responsibilities:</p> <p>Assess and execute all classroom and family shabbat administrative needs so teachers and students will be set up for success</p> <p>Work with the Director of Y&F Education to plan and execute a full Seekers student recruitment plan for 2019-2020 school year (Spring 2019-Summer 2019)</p> <p>Greet and host, and serve as a liaison for parents/families/students creating an atmosphere of feeling welcomed and served</p> <p>Within each department write and/or manage weekly emails and newsletters to parents, teachers, and staff</p> <p>Manage all compliances for our teaching staff including contracts, background checks, and coordinating interviews</p> | |

Coordinate all financial interactions including keeping track of payments and following up as needed

Continuously research and help craft grants relevant to Youth and Family Education and Lifelong Learning programs

Write and update copy of adult education classes and youth and family programs on the website

Serve as the liaison between Youth and Family, Adult Education and our marketing department and follow through with any and all marketing needs

Coordinate and manage volunteers and committee members in both Adult Education and Youth and Family

Serve as the family program liaison for shabbat programming and staff Tuesday evening weekly Lifelong Learning programming.

Work as the Bmitzvah Coordinator, supporting our B mitzvah students from beginning to end

Give general support/oversite to any other administrative tasks as deemed important by the Director of Y&F or Director of Lifelong Learning

Qualifications

- Jewish and Hebrew knowledgeable
- Ability to problem solve and think out of the box for solutions
- Strong oral and written communicator
- Highly organized, attentive to details and follow up
- Ability to partner and works well as part of a team
- Experience using Form Assembly and Constant Contact (and/or a quick learner)
- Ability to manage in a fast-paced environment, establish work plans and work across the organization to align on priorities
- Able to work independently with strong initiative

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job and may change at any time.

Before you apply for this position, please make sure that your qualifications are consistent with the job requirements. We recommend that you take a look at the Romemu website, www.romemu.org, prior to applying.

To Apply:

Qualified candidates should send a cover letter and resume to Sharon@romemu.org; we will respond only to resumes that meet the criteria for the position