

# Tifereth Israel

## CONGREGATION TIFERETH ISRAEL JOB POSTING

*An Equal Opportunity/Affirmative Action Employer*

**Job Title:** Program Director  
**Status:** Full-Time (40 Hours)  
**Location:** 1354 E. Broad St. Columbus, OH 43205  
**Reports to:** Senior Rabbi

### Position Summary

Responsible for all major programming and coordination of logistics for successful programming at Tifereth Israel (TI). This includes working with clergy, staff and lay leadership in creating and planning programming. Supervise and support youth group advisors and Shabbat family service leaders.

### Responsibilities and Duties

- Responsible for creation, development, and implementation of all programs at Tifereth Israel. Programs include all Jewish holidays, picnic, Scholar in Residence, TI Fundraiser, Annual Meeting, and Social Action.
- One-off programs that are not repeated annually (e.g. community-wide concerts, Community Yom HaShoah Program, JewishColumbus community events, etc.)
- Catering and marketing of facility to increase the number of catered events
- Manage youth advisors for K-5, 6-8, and 9-12 youth groups
- Budget preparation planning for all programs, receipt and record reconciliation annually
- Collaboration with Columbus youth professional programs for the whole community
- PJ Library collaboration
- Coordinate service leaders for Boker Tov (pre-K) and Shabbat family services.
- Purim: Shop, organize, plan for carnival and work with outside vendors and lay leadership
- Camp fair with local and nearby overnight camps including scholarship applications/acceptance and allocations process; Possible visitation at 3 local summer camps
- Synagogue Community: Build relationships with teens to be a role model; Connect parents that have kids in the same program area
- Assist youth advisors in increasing number of youth members in all groups participating in events
- Assist marketing director in marketing of synagogue and youth group on Instagram; create and update flyers for department
- Attend meetings to collaborate and execute programs; calendar planning
- Misc.: Additional assistance in other program areas; program planning document, kitchen manager, and facilities director

**Qualifications and Skills**

Bachelor's degree in related field. Minimum of 3 years' experience in Jewish programming. Ability to see the overall mission as well as implement the smallest of details to accomplish goals. Ability to create new and innovative programming; work successfully and respectfully with staff, clergy, congregants, partner organizations, and other community organizations; respect diversity of backgrounds, perspectives, personalities and communication styles; work well within a team setting. Understanding of child development, informal education and youth group dynamics.

Ability to work with both macro and micro levels simultaneously; respond to changes easily and quickly. Possess excellent organizational skills to track outcomes, anticipate upcoming program needs, as well as respond to shifting priorities. Ability to create and manage budgets. Expert computer skills; advanced proficiency with Microsoft Office Suite and Google docs, ability to learn and use database systems, develop publicity materials. Strong leadership skills; ability to work quickly, independently, and collaboratively. Commitment to the Conservative movement's values of mitzvah observance and full egalitarianism for people of all ages, genders, and sexual orientations.

**Benefits**

Comprehensive benefit package including health, dental, vision, Federal and Jewish holidays, personal time, sick and vacation, short-and-long-term disability. Salary range \$50,000-65,000.

Please email resume and cover letter to Laura Moskow Sigal, Executive Director, at [lmsigal@tiferethisrael.org](mailto:lmsigal@tiferethisrael.org).

**Date of Posting:** October 26, 2021