

Regional Teen Engagement Director – SWUSY Region

United Synagogue of Conservative Judaism

##### Who We Are

##### USY’s mission is to empower Jewish youth to develop friendships, leadership skills, a sense of belonging to the Jewish People, a deep engagement with and love for Israel, and a commitment to inspire Jewish living through meaningful and fun experiences based on the ideology of Conservative Judaism.

**What You’ll Do**

This position supervises and implements all USY activities through direct kehilla (synagogue) engagement and supervision of assigned Field Engagement Associates and Teen Engagement Interns.

This key position is USY/Kadima’s bridge to our kehilla field youth operations and is responsible for directing USY/Kadima activities for an assigned USY Region in a USCJ District. The Director manages a team of part time staff (Field Engagement Associates and Teen Engagement Interns) who together bring focus, energy, and relationship building to our USY/Kadima youth at the local level. The individual in this position partners with kehilla youth staff, where they exist, to enable local chapters to operate effectively and increase participation of kehillot youth in USY/Kadima programs. The USY/Kadima Regional Teen Engagement Director is responsible for implementing plans that support the day to day operations of USY and Kadima activities within the Region, consistent with USY goals, as well as actively promoting participation in USY/Kadima summer travel programs.

The position reports to the USY/Kadima Continental Engagement Supervisor, and partners with:

* Kehilla Relationship Manager (KRM) supporting the Region
* Youth Commission chair(s) for the Region/District
* Support teams at international office
* USY Teen Leadership (regional and chapter)

This position plans, supervises, and implements all Regional USY/Kadima activities through kehilla youth department support and supervision of assigned Field Engagement Associates and Teen Engagement Interns.

**Duties and Responsibilities**

The duties of this position include, but are not limited, to the following:

**Be the “face” of USY/Kadima and lead USY/Kadima in the assigned Region**:

* Represent USY mission and goals, USCJ, and Conservative Movement within the Region.
* Partner with and build relationships with congregational boards to gain support for USY/Kadima programming and funding to strengthen local youth programs.
* Represent USY/Kadima to the youth staff (where they exist) at the kehilla.
* Develop Kehilla youth staff professional skills using standard learning materials developed at USY international headquarters; provide ongoing coaching and mentoring.
* Partner with Kehilla Relationship Manager (KRM) to develop Region strategies and support plans.
* Promote USY/Kadima membership and USY/Kadima growth including strategies for Region and chapter fundraising; leverage fundraising team at International office to improve local fundraising efforts.
* Support collection of Tikun Olam money on Region and chapter level.
* Facilitate teen transition from Kadima to USY membership with specific plans to maximize teen retention.
* Promote and monitor all aspects of regional youth programming, with special attention to Jewish identity, learning, and skill development.
* Promote and recruit for USCJ youth programs, including USY Israel Pilgrimage, USY on Wheels, Nativ, etc.
* Develop and be accountable for Region USY/Kadima budgets; comply with USCJ purchasing guidelines; partner with International office operations team members to track/monitor budget actuals.
* Partner with International office operations’ team members to ensure consistent purchasing of services needed at the best possible cost for USCJ.
* Manage Regional USY/Kadima Officers, and committees, to ensure effective Region functioning.
* Plan for, organize, and oversee Region’s participation in USCJ’s International Convention.
* Provide a safe environment for all participants of Regional USY/Kadima programs.

**Support USY Chapters:**

* Manage Field Engagement Associates and Teen Engagement Interns assigned to Region in implementing plans and running chapter and Region events; oversee implementation at the kehilla level.
* Communicate regularly and effectively with lay and professional youth leadership of affiliated kehillot.
* Implement consistent and inclusive approach to the engagement of new USY/Kadima members.
* Assist Kehillot in youth personnel placement.
* Ensure effective and efficient administration of Region youth programs.
* Work with other arms of the Conservative Movement that have a presence in the Region.

**Teen Leadership:**

* Empower and support teen leadership in planning and execution of conventions and other Regional activities and initiatives.
* Develop leadership skills of the teen leaders within Region; provide ongoing coaching and mentoring; leverage learning materials developed at International office to drive consistent skill development among teens.

**Teen Learning**:

* Ensure delivery of Jewish learning and ritual at Region events is consistent with USY/Kadima policy.
* Support ways to engage teens in Jewish learning.
* Implement USY learning curriculum at the Region and chapter levels.
* Monitor regional teen programs and activities so they comply with USY/Kadima standards.

**What You’ll Need**

**Skills**

* Strong leadership and organization skills
* Supervisory/people-management skills
* Coaching skills
* Planning and implementation
* Relationship Building
* Conflict management
* Learning delivery
* Communications and writing skills
* Facilitation skills
* Strong oral and written communication skills
* Uphold and have an understanding of the positions, policies, and services of United Synagogue’s youth programs, and the Conservative Movement.

**Experience**

* Experience working with teens
* Budget planning and tracking
* Knowledge of Conservative Judaism practices and learning content
* Adult learning theory and practice
* Knowledge of the Jewish tradition; demonstrated commitment to Conservative Jewish living and be an observant Conservative Jew
* A regular attendee of a Conservative Movement Kehilla

**Education**

* Minimum – degree from four year college or university
* Commitment to personal growth and ongoing education

**Preferred Education and Experience**

* 3 to 5 years’ experience working in related fields
* Degree in Jewish Studies, Education, or related
* Experience in leading youth groups and programs in a non-profit organization or any equivalent
* Advanced training in a field that will enhance director’s ability to be a greater service to youth and youth programs
* Combination of experience and training that provides the required knowledge, skills, and abilities

**Supervisory Responsibility**

Manages Field Engagement Associates, Assistant Directors (where applicable), and Teen Engagement Interns assigned to their Region.

**Work Environment**

This position may operate in an office located within proximity to assigned Regions. Location may be on-site at a kehilla, a nearby USCJ office, or at a home office.

**Position Type/Expected Hours of Work**

This is a full time position, exempt from overtime, which will require some extended hours due to evening and weekend events throughout the high activity period, such as conventions, kinnusim, kehilla youth events, youth commission meetings, or local kehilla Board meetings.

**Travel**

The position supports a geographic area (Region) and is expected to facilitate meetings with each kehilla within the Region over the course of the year. Face to face meetings are preferred. Must be able to travel on regular basis to Region and chapter events.  This includes evening and weekend responsibilities. Travel to the International Convention and occasional travel to USCJ International Headquarters.

**Additional Eligibility Qualifications**

Must have authorization to work in the U.S.

Valid passport and driver’s license

Background check

**Work Authorization/Security Clearance**

United States or Canadian Work Eligibility

**Other Duties**

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. Duties, responsibilities and activities may change at from time to time.