**Job Title**

**Director of Education and Engagement**

**B’nai Zion Congregation**

**114 McBrien Rd.**

**Chattanooga, TN 37421**

**423-894-8900**

**Submit Resume to:**

**bzedsearch@gmail.com**

**Primary Responsibilities**

* Administration of and teaching in our Pre-K through 10th grade educational offerings.
* Beit Sefer Ivrit Hebrew School program – weekly – approx. 15-20 kids
* Pre-K through 7th grade
* Bagrut (post B’nai Mitzvah) – monthly – grades 8 and 9
* Confirmation - monthly - 10th grade
* Create and manage the annual Hebrew School budget. Approve all expenditures in relation to the Religious School and educational programs of the congregation.
* Serve as co-administrator for Machanooga, our community Sunday School (along with a partner from Mizpah Congregation, the Reform Temple – usually the Rabbi or Educator).
* Organize and facilitate the Bar/Bat Mitzvah program, in conjunction with Rabbi Tendler and staff. Including, but not limited to, conducting all B’nai Mitzvah lessons.
* Spearhead youth programming, specifically Kadima and USY programs, for students in grades 6-12.
* Monthly programs for both groups.
* 3 USY Conventions per year, 1 Kadima, and 1 for only 8th grade
* Promote Jewish Summer Experiences, such as Camp Ramah Darom, and build upon those experiences throughout the year.
* Promoting and collecting applications for the Helen Hanan Memorial Scholarship
* Collaborate with the Rabbi and Lay Leadership to envision and implement formal and informal-based learning opportunities and continuing education programs for the entire congregation.
* Envision and establish new educational programs as deemed necessary by the Board of Directors and/or Education Committee.
* Create and lead Youth Service opportunities on Saturday mornings and holidays.
* Possibly assist coordination/leadership of quarterly Family Shabbat Services on Friday evenings.
* Participate and contribute to Shabbat, weekday (Wednesday evenings and possibly monthly Sunday mornings) and holiday services when asked to do so; and serve as a backup for Rabbi Tendler when needed.
* Prepare for and attend all congregational board meetings and Education Committee meetings; attend other committee meetings by request.
* Provide leadership creativity and infuse “ruach” in religious educational programs and services.
* Be an active member of the Chattanooga Jewish Community as a professional, helping with Aleph-Bet and attending various Federation meetings and programs.
* Administrative Tasks
* Contribute to the publication various communication pieces
* Integration of software necessary for administrative tasks
* Creating RSVP forms
* Creating graphics and videos for publicity
* Support Program Chairs

**About the Position**

We are looking for a charismatic, creative, and dedicated educator who loves working with people of all ages and is able to naturally connect with, inspire, and engage our members in Jewish study, culture, and celebration. We also want someone who will appreciate the unique offerings of Southern Jewish culture and the benefits of living in one of the most progressive and livable mid-size cities in the U.S., run by one of only ten Jewish mayors in the country.

**Profile of Candidate**

* Passionate, energetic and creative leader who infuses *ruach* in his/her life and in the lives of others
* Leads by example with a strong connection to Jewish life and culture, and a personal commitment to and understanding of Conservative Judaism
* A leader in the community at large
* Familiar with weekday, Shabbat and festival *nusach,* and understanding of Jewish lifecycle, holidays and festivals
* Organized, detail-oriented, and self-motivated with ability to effectively multi-task
* Able to hire, manage, and inspire teachers
* Comfortable working with people of all ages and abilities and able to collaborate and build relationships with diverse constituents
* Excellent written, communication, and interpersonal skills
* Demonstrated ability to manage administrative and fiscal job requirements
* Proficiency with Microsoft Office (Excel, PowerPoint, Word and Outlook), Internet research and web-based programs
* Experience using social media in a professional/programmatic context
* Willingness to work a flexible schedule
* Hebrew fluency (reading and writing with some degree of comprehension preferred) and ability to chant and teach *Torah* and *Haftarah trope*

**About B’nai Zion**

Chattanooga is a small, but mighty community, and B’nai Zion is likewise a small, but robust congregation. After 125 years and counting, our thriving 163-family Conservative synagogue boasts a warm, welcoming, and inclusive environment infused with an egalitarian spirit and multi-generational approach. We are fortunate to have a passionate and dedicated team at B’nai Zion led by Rabbi Susan Tendler, the first female rabbi to serve at any congregation in Chattanooga. Rabbi Tendler joined the B'nai Zion family in August 2012 from Congregation Beth El in Norfolk, Virginia, where she served as assistant rabbi, with her primary focus being on education and programming.

**About Chattanooga**

Chattanooga is the 4th largest city in the state, is located in Southeast Tennessee near the border of Georgia at the junction of four interstate highways. With a metropolitan population of 492,000, Chattanooga blends "Big City" amenities with "Small Town" ease of living. Area residents enjoy the friendly atmosphere, moderate housing costs, and easy commuting typically associated with smaller communities, but Chattanooga's cultural and recreational opportunities rival those in much larger metropolitan areas. Add to these assets a downtown recently rejuvenated by a $120 million waterfront transformation and the area’s breathtaking natural beauty and you have one of the nation’s most livable cities with much to offer people from all walks of life. Chattanooga has a rich legacy of entrepreneurs – from startups that grew into industry game-changers to civic leaders who changed Chattanooga from the “dirtiest city in America” into being twice named Outside Magazine’s “best town ever.” Also known as “Gig City,” Chattanooga is the first city in the Western Hemisphere to offer 10-gigabit-per-second fiber Internet service to all residents and businesses. Chattanooga is located within two hours’ drive of Atlanta, Nashville, Knoxville, and Birmingham.

**Jewish Chattanooga**

With approximately 1,500 Jewish residents, Chattanooga has a longstanding and thriving Jewish community that supports three congregations (Conservative, Reform and Chabad), a Jewish preschool (Aleph Bet Children’s Center) and Chattanooga Jewish Congregational Religious School (combined Sunday School program), a nationally recognized chapter of Hadassah, and active AIPAC and ADL groups. The Jewish Cultural Center houses the Jewish Federation of Greater Chattanooga and is a venue for programs, classes, and art exhibits as well as social services and a preschool, all rooted in Jewish values. The facility raises the visibility of the Jewish community, fosters relationships, and strengthens Jewish identity in the Chattanooga area. Jewish Chattanooga’s continue to support a broad range of religious and communal functions and the Jewish residents of Chattanooga continue to play a vital role in the city’s economy and civic life.

**REMUNERATION**

a.​ ​Salary​ ​or​ ​salary​ ​range: **From: $ 45,000 To: $52,000**

b.​ ​Maximum​ ​length​ ​of​ ​initial​ ​contract​ ​you​ ​are​ ​prepared​ ​to​ ​offer​ ​is years. **2**

c.​ ​What​ ​fringe​ ​benefits​ ​is​ ​your​ ​school/congregation​ ​prepared​ ​to​ ​offer?

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​**The above Salary is an all-inclusive compensation package which includes payroll taxes and the following to be allocated by the candidate:**

**Health Insurance, Professional Dues, Continuing Education, General Expenses, and Cell Phone**