**Youth and Program Coordinator**

Shaare Tefila is a USCJ congregation which is egalitarian, warm, friendly, informal and primed for growth! We are looking to restructure our youth and family programming. We are well established in Olney, Maryland, and participate in community social action opportunities and local events.

The Youth and Program Coordinator will work with the professional and lay leadership to develop and implement creative and innovative programming for our congregants with the objective of inspiring and maximizing family and individual participation as well as attracting prospective members. The Coordinator will be responsible for increasing and enriching youth engagement by recruiting youth from within our own membership, innovating our programming and broadening the visibility of our programs in the local community. Programs should include educational and Jewish components where appropriate. This position will report to the Executive Director and the Programming Vice President.

**Responsibilities:**

**Youth**

* Develop and implement youth groups and social programming for grades K – 12
* Develop and lead youth services for Friday evening and Shabbat mornings (at least once a month)
* Develop and implement Youth and Teen High Holiday services
* Create opportunities for Teen Jewish leadership development

**Programming**

* Design and implement creative, innovative and fun family programming centered on Jewish themes, holidays, and social action as well as purely social themes
* Manage and implement the annual Purim Shpiel
* Design and implement informal education programming in concert with the Preschool and Chavaya (religious school) Directors
* Create and execute programs for various groups within our membership

**Communications**

* Oversee and implement a congregation wide communication plan for programming
* Ensure the message is exciting and consistent with our mission
* Enhance the congregation’s social media presence including our website
* Design and distribute various communications for both in- and out-of house publicity

**Other Responsibilities:**

* Attend appropriate congregation events
* Build connections with youth and adults
* Assist Membership Committee with outreach

**Desired Skills:**

* Creative, visionary and innovative
* Excellent communication skills, particularly oral, written and social media
* Computer and tech saavy
* Organized with proven ability to implement and follow through
* Ability to develop and manage budgets
* Able to collaborate with others to create and sustain positive working relationships
* Able to lead programming on Shabbat and holidays

**Education and Experience:**

* College degree required
* Experience working with youth and families in a Jewish setting
* 2-4 years of successful experience in a Jewish organization is a plus

To apply please send a cover letter, including salary requirements, and resume to [Jobs@shaaretefila.org](mailto:Jobs@shaaretefila.org). Applications accepted until August 9.