



555 8th Avenue
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weRepair.org

JEWISH SERVICE-LEARNING MANAGER

Repair the World is a national nonprofit dedicated to inspiring American Jews and their communities to give their time and effort to serve those in need. We aim to make service a defining part of American Jewish life. The organization is headquartered in Midtown Manhattan and has a diverse and talented staff team and an entrepreneurial, collegial, fast-paced and results-oriented culture.

Repair the World is seeking a seasoned program professional to join the Jewish Service-Learning (JSL) department, which works to build the JSL field with a focus on immersive programs. As a member of a small, collaborative team, the JSL Manager will be involved in most areas of the department's work and will take a lead role in two or more areas. Areas of emphasis will be jointly determined based on the skills and interests of all members of the team. The work of the Jewish Service-Learning department consists of:

- Grant-making to immersive Jewish service-learning (IJSL) programs
- Building and piloting a technical assistance program that will serve approximately 30 IJSL programs in 2012, to include working with IJSL programs for teens for the first time
- Conducting research and evaluation – with four studies currently planned or underway
- Managing data about the IJSL field and reporting to a wide range of stakeholders
- Beyond IJSL, thematic foci include JSL pedagogy and service in Israel
- Developing the knowledge base about Jewish service-learning and curating content for RepairLabs.org

This position reports to the Senior Director of Jewish Service-Learning and is based in New York City.

Responsibilities

- Manage Repair the World's relationship with approximately 15 IJSL programs that receive grants and/or technical assistance from Repair, building a high-value, high-impact relationship with each partner
- For each partner, oversee any grants or other financial support provided by Repair
- For each partner, oversee the provision of technical assistance
- Manage at least two core areas of the department's work (listed above)
- For core areas of responsibility, refine and assess program design and implementation
- Project management, with active management of at least five projects at one time



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Requirements

- Five or more years of relevant experience; bachelors degree required
- Experience with service-learning, IJSL in particular, is highly desirable
- As we strive to build a staff team with a broad base of expertise, the ideal candidate will have **significant background** in at least two of the following areas: research and evaluation; Jewish education; non-profit management; experience working with teens; program development and recruitment; curating online content (in particular, content that advances professional knowledge)
- The ability to be a self-starter who assumes hands-on responsibility where necessary
- Solid people skills, with an enthusiastic and collaborative approach to work, self-confidence, a good sense of humor and the ability to communicate well across a range of working styles and personalities
- Ability to communicate effectively with potential and current partners and other non-profit professionals and volunteers and to manage difficult situations with tact and diplomacy
- Ability to build consensus internally and externally
- Strong writing and copy editing skills
- Ability to balance competing priorities and deadlines and to plan project timelines in a way that accounts for interdependencies
- Ability to pay attention to detail and to work well under pressure
- Proven high standards of performance
- Persistent, decisive, resourceful, proactive, and results-oriented
- Proficient in Microsoft Office; eager to adopt new technology and software to facilitate the organization's work

Additional Qualifications

- A strong interest in, and personal commitment to, Repair's mission
- Flexible work style and an interest in being part of a dynamic and evolving organization

How to Apply

For immediate consideration, please email your cover letter and resume as attachments to opportunities@weRepair.org and indicate your name and "Jewish Service-Learning Manager" in the subject line. We thank you for your interest in employment opportunities with Repair the World. Due to high volume, only those candidates selected for an interview will be contacted.

Equal Employment Opportunity

The organization provides equal employment opportunities to all applicants and employees in excess of requirements as established by law. In addition, the organization affirmatively seeks to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.