

The World Union for Progressive Judaism serves as a hub that **connects** Reform, Liberal, Progressive, and Reconstructionist Judaism around the world while upholding the State of Israel as the center of the Jewish people and Jewish identity; **supports** communities, institutions and individuals in all stages of life for the continuity of Judaism and for *tikkun olam*; and provides **innovative platforms** and tools to advance Progressive/Reform Jewish values and to develop the global Progressive/Reform lay and youth leadership of the Jewish people.

The **Global Center for Education and Leadership Development** is a new initiative that seeks out, connects and supports educators, clergy, community professionals and lay leaders who want to broaden their knowledge and take on new responsibilities in sustaining their communities, educational institutions, regions and our global organization. The Center operates through the lens of Progressive/Reform Jewish values, principles, and spiritual practice, both steeped in tradition and envisioning the future of Judaism in the world. The Center works in strategic alliances with other academic organizations and NGOs within and outside the Progressive/Reform Movement. The Center is based in Jerusalem, the spiritual center of the Jewish people, and its network spreads over all populated continents.

In the first stages of the Center in 2024, we are developing international lay and professional leadership forums; In-person leadership training seminars in Israel and abroad; Support of local leadership development initiatives in communities around the world; and a Shlichut Hub for matching rabbis, educators, community workers and youth movement workers to serve in communities around the world.

We are seeking an **Education and Leadership Development Program Associate**

The Program Associate supports the design, planning and management of the Center's initiatives as part of the idea team and through logistical support and project implementation.

WHO WILL BE SUCCESSFUL: A creative, flexible, self-directed, team-oriented person who wants to build and to learn. You are also results-driven, detail-oriented, and organized, and you have a demonstrated commitment to the principles of social justice, pluralism, and equality as part of your Judaism.

RESPONSIBILITIES

The Program Associate's responsibilities will include, but are not limited to:

- **Program content development support:** Assist with developing program content, preparing, sending and analyzing results of questionnaires/surveys, evaluation forms, identifying and mapping needs, writing reports, and preparing presentations. In accord with your skills and experience, you will have the possibility of leading programs.
- **Program logistics support:** Schedule and support virtual and in-person meetings, events and seminars, including managing registration processes and financial support requests,

arranging transportation and accommodations, liaising with speakers and venues, preparing materials, note taking, and providing on-site support.

- Communications support: Assist with communications support such as generating content for social media, web site, promotional materials, marketing and fundraising and coordinating with the WUPJ media team.
- Administrative support: Create and maintain accurate and current databases and email lists. Track and manage tasks with timely follow through.
- Participate in weekly staff meetings and support events and conferences as needed. Participate in WUPJ work groups and committees.

REQUIREMENTS

- Bachelor's degree (First degree) or minimum of four years of equivalent skills and training.
- Experience (paid or volunteer) interacting with and managing multiple relationships.
- Excellent organizational skills, including ability to organize meetings, work independently, and juggle multiple assignments at once.
- Demonstrated ability to be detail oriented and meet deadlines.
- Excellent oral and written communication skills.
- Ability to communicate with multiple internal team members and various outside partners.
- Familiarity with Microsoft office applications, Google applications and Zoom.
- Ability and desire to work in a virtual and in-person team environment.
- Some flexibility with hours as the work is with people from all over the world in different time zones. Also, there are periods which are quieter and periods of more intense work when we host a seminar in Israel or support a seminar abroad.
- Work in the Jerusalem office at least 2 days a week for staff meetings and for synergy. Aside from that, the worker has the option of remote work.

Not required but would be nice:

- Knowledge of languages other than English

Report to: Director of Education and Leadership Development

COMPENSATION: In the range of 8000-12,000 shekels/month commensurate with the candidate's experience and skills. We are open to considering the options of a 50%, 75% or 100% position per the needs of the ideal candidate and the needs of the organization. The position is on a contractor basis and you must be able to provide a monthly receipt.

To apply, please send your CV to education@wupj.org.