Employment Opportunity:
Director of Education and Family Programming

Full-time, permanent position
Application Deadline: May 6, 2018
Start Date: June 25, 2018 (flexible)
Location: Toronto, ON

Organization Overview
Makom: Creative Downtown Judaism is a grassroots Toronto community fusing Jewish tradition and progressive values through spirituality, learning and culture. Makom creates inclusive space that inspires diverse participants to explore together how Judaism can meaningfully enrich our lives.

Makom Afterschool educates, inspires, and creates community among diverse Jewish children in downtown Toronto. Now in its seventh year, Makom Afterschool is a growing, substantive five-day-a-week after-school program of Hebrew language immersion and Jewish learning for 70 children in JK through Grade 4, hosted in three public schools during the school year.

Makom ATID is an innovative program for Jewish pre-teens and teens to discover the wisdom Judaism holds for their maturing minds and bodies in today’s world. Students in Grades 5-8 gather twice a week for nuanced, pluralistic Jewish learning; Hebrew conversation and literacy; investigating philosophies and structures of prayer; Torah and haftarah chanting skills training; and hanging out with their peers.

Position Responsibilities
The Director of Education and Family Programming will advance Makom’s mission of connecting diverse downtown Jewish children and families with high-quality Jewish education, meaningful Jewish experiences, and vibrant Jewish community. Reporting to and working closely with Makom’s Founding Rabbi/Executive Director, s/he will grow Makom Afterschool’s and Makom ATID’s student bodies and strengthen Hebrew and Jewish learning, as well as expand the reach and deepen the impact of Makom Families programming.

As the Director of Education, the successful candidate will oversee all operational and pedagogic aspects of Makom Afterschool and Makom ATID, including:
- Formulating strategic plans in collaboration with lay leaders and the Executive Director;
- Forming positive relationships with students and parents and helping them connect with Jewish life and Makom;
- Recruiting and retaining students and families in Makom Afterschool and Makom ATID;

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Hiring, supporting, and supervising teachers, teaching assistants, and specialists, e.g., reviewing lesson plans, observing classes, providing guidance, and conducting regular meetings with staff;
Researching, writing, updating, and purchasing curricula and curricular materials;
Designing and overseeing implementation of student learning assessments and program evaluation;
Liasing with Toronto District School Board (TDSB) and host-schools’ faculty and staff;
Marketing and communications, including recruitment materials and Makom Afterschool and Makom ATID newsletters
Preparing and managing budgets and finances;
Researching, applying for, and reporting on grants; and
Working with lay leaders to fundraise for Makom Afterschool and Makom ATID.

Additionally, as the Director of Family Programming, the successful candidate will:
Form warm relationships with families and help them connect with Jewish life and Makom;
Develop and run monthly programming for Makom Families;
Plan and lead Family Services for Rosh Hashanah, Yom Kippur, and occasional Shabbatot;
Market Makom Families programs and recruit participants; and
Maintain and expand existing community partnerships.

Qualifications
Mission-driven and passionate about Jewish learning, Hebrew language, and helping diverse Jews of all ages connect with Judaism and Jewish community
Creativity and enthusiasm to try new approaches
Excellent relational skills – ability to form collaborative bonds and communicate well with parents, teachers, TDSB principals and teachers, families, lay leaders, and Makom staff members
Strong leadership skills and experience running educational programming
Experience hiring, managing, and supervising teaching staff
Ability to foster a pluralistic approach to Jewish education for diverse students and their families
Success in student recruitment and retention
Strong professional skills – ability to work quickly, independently, and with accountability
Attention to detail and ability to produce high-quality written and media materials
BA in Education, Jewish Studies, or related field/experience; Masters degree preferred
Two or more years of teaching experience in formal and informal education
Fluency in English; strong knowledge of Hebrew and Judaism
Proficiency in Microsoft Word, Excel, and PowerPoint
Proficiency in or ability to learn quickly online applications (e.g., Facebook, MailChimp, WordPress)

Compensation
$50,000-$60,000, commensurate with experience, plus performance bonus
Benefit package includes professional development and paid vacation days and statutory holidays.

To Apply
Please send your resume and cover letter to aaron@makomTO.org by May 6, 2018.