



Position: Director, Adult & Israel Engagement

Reports to: Vice President of Jewish Education

Position Summary:

The Director, Adult & Israel Engagement will supervise the Commission for Jewish Education's Adult and Israel educational and engagement initiatives. The Director is responsible for managing programs and activities that engage adults in Jewish learning as well as connecting our community to Israel. The Director will work to design adult learning experiences in collaboration with national and local community organizations, synagogues, and Federation partner agencies. In addition, the Director will develop Israel engagement opportunities and Israel related programming in collaboration with the Shaliach/Shlichah (Israel Emissary) and other departments within Federation and national organizations and the Jewish Agency.

Essential Duties and Responsibilities:

- **Israel Engagement**
 - Implement vision and direction for Israel engagement in the Palm Beach community
 - Supervise, support, and assist the initiatives and work of the Israel Emissary; support the relationships with partner agencies; help transition new Shaliach/Shlichah.
 - In collaboration with the Shaliach/Shlichah, design, develop and implement Israel engagement programs across the diverse generational and geographic spectrum of the Federation's local service area. Programs include IsraelDays.
 - Work to maximize the relationship the Palm Beach community has with Israel, and in particular, the connection with the TZAHAR Region. Work in conjunction with the Israel & Overseas department to enhance this connection.
 - Maintain regular contact with national Israel education/engagement organizations and agencies (such as the iCenter and the Center for Israel Education).
 - Staff the Israel Program Center committee
- **Adult Engagement**
 - Coordinate and implement Melton and other adult education classes and programs in the Palm Beaches. This includes hiring and supervising teaching staff; building course schedules and offerings; ensuring materials are available to students and teachers when needed; and maintaining communication with students. This also includes building relationships with community partners in offering adult engagement programs and maintaining relationships with national offices that may provide these classes and programs.
 - Develop and administer Conversations with Women Scholars and Community Scholar in Residence programs.
 - In coordination with the VP of Jewish Education and in collaboration with other Federation departments, design and implement young adult engagement programming in the Palm Beaches.
 - Staff the Adult Education committee.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time at the Federation's discretion. Employment is at-will and this job description is not an employment contract and nothing herein shall be deemed to create in any way whatsoever an employment contract.

Qualifications and Success Factors:

- Bachelor's or Master's degree in Jewish studies or Education related topics recommended.
- At least 3-5 years' experience in Jewish education or equivalent and relevant combination of education and experience required.



- Superior organizational skills.
- Excellent problem-solving skills and fresh creativity.
- Skills to work with different agencies and cross culture to build trusted and productive environments.
- Ability to work in multifaceted and fast pace setting and move from one program to the next.
- Ability to set event timelines, paying close attention to when certain tasks must be completed.
- Ability to effectively set priorities and manage expectations accordingly
- Ability to understand program objectives, content, and design/implementation of any respective program.
- Ability to work in highly collaborative team environment and to initiate plans of action without being prompted.
- Experience with program logistics and planning.
- Knowledge of Judaism, Jewish History, and culture.
- Some capability with Hebrew language, desired but not essential.
- Understanding of Israeli culture, history and processes.
- Readiness to stay current in developments related to the fields of Israel Education and Adult Education required.
- Proficiency in all MS Office applications (Outlook, Word, Excel, Teams and PowerPoint) as well as other online platforms (e.g., Zoom).
- Working knowledge of budgeting.
- Scheduling flexibility: this position will require occasional nights and weekends depending upon the activity.

The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.