



Position: Director of Teen Engagement
Reports to: VP, Jewish Education
FLSA Classification: Exempt
Department: CJE/Jewish Teen Initiative
Full/Part Time: Full-time

Organization Summary:

Jewish Federation of Palm Beach County is a 501(c)3 nonprofit organization dedicated to transforming, inspiring and saving lives in the Palm Beaches and 70 countries around the world. Each year, Jewish Federation inspires thousands of community members to contribute, volunteer and participate in programs that generate more than \$30 million to leading a powerful impact in the community.

Position Summary:

The Director of Teen Engagement will be directly responsible for helping design and implement a Teen Engagement Vision that includes managing the strategic direction of community-wide teen engagement initiatives, in both funding and programmatic contexts. The Director would manage the renewal of existing grants and maintain relationships with existing funders; cultivate new grants and funding sources; develop and support lay committee structure to further the Jimpact initiative. In addition, the Director will support community-wide teen engagement experiences, as well as convene local teen professionals to support their work with their teen communities. The Director will create a plan to grow the department that may include direct-service program associates.

Essential Duties and Responsibilities:

- Designs and implements a Teen Engagement Vision in collaboration with community partners.
- Develops and deepens partnerships with Jewish and secular stakeholders in the community with an interest in teens.
- Evaluates existing and planned teen engagement opportunities.
- Creates and maintains Community Teen Calendar, JTI website, Instagram account and other relevant teen communication/media platforms.
- Maintains teen database including data collection, management, and analysis.
- Responsible for collaborating with the synagogue youth groups and other Youth Serving Organizations on program development and implementation.
- Pilots currently non-existent teen engagement programs and opportunities to be handed off to community partners.
- Devises and implements a strategy to engage unaffiliated teens in community teen programs.
- Offers support/guidance to synagogue and YSO youth professionals.
- Other duties as assigned.

Qualifications and Success Factors:

- Minimum Bachelor's Degree required, preferably in one of the following areas: Jewish Education, Jewish Studies, Social Work non-profit management or similar.
- Three (3) or more years' experience working with Jewish youth either in synagogues, youth groups, camping, Hillel, JCC, or Israel or equivalent relevant combination of education, experience and skills required.
- Passion for working with adolescents, as well as the ability to interact and communicate with parents and community members.
- Excellent interpersonal and communication skills required (Verbal and Written).



- Highly organized with proven ability to manage multiple tasks.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom, social networking and basic database skills required.
- Willing to staff travel, as needed.
- Sound work ethic and flexibility to get the job done.
- Ability to think innovatively and creatively.
- Capacity to create positive relationships with teens and parents.
- Honest and trustworthy.
- Must be able to pass a Level 1 background check.
- Must be able to work off-shift hours including nights and weekends, as needed.

Work Environment:

Position is eligible to work from home occasionally in accordance with Federation policies. When working from home, employee must:

- Follow all Federation policies and procedures,
- Be available to other employees during Federation's normal business hours,
- Not work from a public place (e.g. coffee shop, library, etc.) and/or join a public, unsecure wi-fi network when working with sensitive or confidential information,
- Coordinate with IT department to maintain appropriate computer equipment and connectivity.

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

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.

To apply online, please visit our career's [page](#). Or email your resume and cover letter to: HRrsvp@jewishpalmbeach.org.

NO CALLS, PLEASE.



Jewish Federation of Palm Beach County embraces a culture of diversity and inclusivity in accordance with our Jewish values. We celebrate the uniqueness of our community members, lay partners, and staff as varied perspectives enrich our learning and reinforce our commitment to making the world a better place. We aim to create an accessible environment that accommodates individual needs and welcomes the full participation of our community.