

CONGREGATION BETH ISRAEL

JOB POSTING

Job Title Program Director	Job Status Regular 11 month – ½ time position
Start Date/Term of Appointment August 10, 2015	Salary Dependent upon Qualifications
Apply to: info@bethisrael.ca	Application Deadline – May 15, 2015 No phone calls please

Posting Details

Congregation Beth Israel is seeking a well organized, detail oriented person, and with an outgoing personality to be its program director. This position has the responsibility for planning, organizing and implementing a variety of programs and events. Programs cover Jewish holiday celebrations, speakers, educational programs and lectures for families as well as other target audiences. Coordinating, planning, marketing, establishing committees where warranted, budgeting and follow ups are all part of this position.

The position will focus on:

- Event programming for Jewish and general holidays, school breaks directed towards families –
- General recurring programs for various targeted groups including elders, young families and preschoolers
- Coordinating and developing lectures and workshops that are stand alone, as well as series, including education sessions offered by the clergy

Qualifications (These are the minimum required qualifications.)

A well organized, detail oriented person, and with an outgoing personality is needed to be successful in this position. Creativity, with a good understanding of the needs of Jewish families and individuals of all ages is required. You see yourself as critically involved in the life of the congregation.

A post graduate degree in a related field, with a minimum of five years of programming with increasing responsibility, is sought. Marketing and graphic skills are an asset.

You must be comfortable working with other professionals, in a high paced atmosphere with high performance expectations. Knowledge of Jewish practices and Hebrew is an asset.

We would like to thank all candidates. However, only those selected for an interview will be contacted.

Congregation Beth Israel – 989 West 28th Ave, Vancouver BC V5Z OE8