



# PRIZMAH

Center for Jewish Day Schools

## Prizmah: Center for Jewish Day Schools

**Position:** Interim Program Coordinator

**Reports to:** Ilisa Cappell, Vice President, Leadership Development

**Location:** Remote

**Status:** Full-Time, Non-Exempt, Temporary

**Date:** November, 2020

### About Prizmah

Prizmah is the network for Jewish day schools across North America. We partner with day schools, yeshivas, philanthropists, and communities from all denominations, helping them grow their reach and impact and tackle the challenges on their paths to success.

Educating our children is the most important investment we can make in their future. Jewish day schools inspire and nurture young people, prepare them for remarkable and meaningful lives, and enable them to thrive.

Prizmah enhances the ability of schools to excel. Prizmah is **building networks** for schools and their supporters to connect, learn and drive impact – **deepening talent** by investing in professional and lay leaders; **catalyzing resources** to generate funding for schools to flourish; and accelerating **educational innovation**, to foster teaching and learning opportunities that empower students.

At Prizmah, we see what is possible for Jewish day schools, and we're passionate about making that vision a reality.

### Position Summary

The Interim Program Coordinator is a short-term – 6-month position. This person will work with various teams across the organization to support the management and administration of various Prizmah programs. These programs include leadership development initiatives and outreach and engagement programs. This is an ideal position for someone interested in exploring a career in Jewish communal work or learning more about non-profit management. We welcome the opportunity to invest in someone, helping them to learn and grow while supporting the team in managing programs.

### Scope of Responsibilities

- Coordinate information and materials to be sent to program participants
- Manage program logistics including scheduling, speaker confirmation, and sharing Zoom information





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- Partner with presenters to support their tech needs for virtual gatherings
- Develop application forms and website content, and coordinate with Operations and Marketing & Communications for publication
- Support financial operations by preparing check requests and processing invoices for payment
- Prepare contracts for speakers and coaches
- Additional responsibilities as needed

## Experience and Qualifications

- Proficient in Microsoft Office Suite and Google Apps
- Knowledge of or willingness to learn new programs and platforms, such as Box, Zoom, and Moodle
- Strong organizational skills
- Collaborative nature, flexible, willing to take initiative and strong planning skills
- Ability to balance multiple tasks
- Knowledge of the Jewish community and Jewish Day Schools a plus

To apply, please send a cover letter and resume to [employment@prizmah.org](mailto:employment@prizmah.org). Please include Interim Program Coordinator in the subject line.

