

# Temple Emanu-El Job Description

<b>Job Title:</b>	Assistant Director, Family Engagement and Youth Education
<b>Department:</b>	Youth Learning + Engagement (YL+E)
<b>Reports to:</b>	Director of Youth Education
<b>Hours:</b>	Full-time. This role requires work on approximately 27 Sundays per year . During Sunday work, childcare is provided for staff and Mondays are off. During the remainder of the year, this role is Monday through Friday.
<b>Start Date:</b>	May 2024

## POSITION SUMMARY:

The Assistant Director, Family Engagement and Youth Education, will oversee and manage family engagement opportunities, youth education programs, and parent community-building events for school-aged children and their families, with particular attention on families with children in Kindergarten through 3rd grade. This role and work is part of the Youth Learning + Engagement (YL+E) Department, Temple Emanu-El's central home for our Jewish education and engagement program that currently serves over 600 students and their families from Kindergarten through 12th grade. This role will serve and guide Temple Emanu-El families and children towards broader and deeper engagement within congregational life, actively partnering with lay leaders, parents, staff, faculty, and clergy to execute a new approach to youth education and family engagement. This position reports directly to the Director of Youth Education.

## PROFESSIONAL REQUIREMENTS AND SKILLS:

- Bachelor's Degree
- Three to five years of relatable professional experience
- Experience working with children and families required
- Experience in an experiential Jewish setting (congregation, summer camp, JCC, youth movement) preferred
- Collaborative and team-centric approach
- Ability to manage multiple projects and deadlines
- Proficient at Microsoft Office, including Word, Excel and Outlook

## GENERAL RESPONSIBILITIES:

- Work with lay leaders, parents, staff, faculty and clergy to plan and execute opportunities for families to engage in congregational life in connection to ongoing education and engagement initiatives, priorities and programs, both within and beyond Temple's walls.
- Support Kindergarten-3rd grade faculty by providing guidance on teaching techniques, curriculum, special events, family programs, behavioral issues and ways to bring learning home.
- Serve as the liaison to the Membership Department to welcome prospective and new families into the congregation and within the YL+E program.
- Manage, in partnership with staff, clergy and lay leaders, parent education learning opportunities series for parents and family members within this age and grade range.
- Partner with staff and clergy on special family worship services and holiday events, ensuring the needs of families with young



school-aged children are reflected.

- Support the transition of Early Childhood Education Center students and families into YL+E and family engagement programs.
- Support the YL+E and the Temple Emanu-El Education and Engagement team and perform other duties as assigned.

## BENEFITS:

- Salary Range: \$56,000-\$60,000
- Healthcare Benefits including Medical, Dental, and Vision
- 403(b) Retirement Plan
- Flexible Work Arrangement and Paid Time Off
- Complementary Temple Emanu-El Membership, tuition discount for YL+E, tuition discount for ECEC pending acceptance

**To Apply:** Please submit your resume and cover letter to [HRCareers@tedallas.org](mailto:HRCareers@tedallas.org)

## ABOUT TEMPLE EMANU-EL:

Temple Emanu-El is a vibrant Reform Jewish community that strives to be a place of sacred encounter. It is a place where learning, prayer and deeds change people's understanding of themselves, of their world and their responsibilities in it. Formed in 1872, Temple Emanu-El is the largest congregation in the Southwest and is among the largest in the United States with over 2,600 member families. You can learn more about Temple Emanu-El at [tedallas.org](http://tedallas.org).