

CJL Assistant Director, Grades 7-12

Department: Education & Engagement

Reports to: Director of Center for Jewish Learning

POSITION SUMMARY

Temple Emanu-El is a place of sacred encounter, where learning, prayer, and deeds transform our understanding of ourselves, our world, and our responsibilities in it. As part of our Karla & Larry Steinberg Center for Jewish Learning (CJL) team, the CJL Assistant Director, Grades 7-12 plays a critical role in shaping meaningful Jewish educational and engagement experiences for students in grades 7 through 12.

We are seeking a relational, organized, and energetic professional to join our team. This position will support Sunday and weekday programming for teens, oversee our religious school program for grades 7-10, and lead signature programs including madrichim (teen teaching assistants), Temple Youth Group (TYG), teen travel, and college engagement. The Assistant Director will work closely with the Director of the Center for Jewish Learning, Education & Engagement staff, clergy, lay leaders, and families to create a vibrant culture of teen learning and connection.

PROFESSIONAL REQUIREMENTS AND SKILLS

- Bachelor's degree required
- Background in Jewish education, youth engagement, or related field preferred
- Minimum 2 years' experience working with teens preferred
- Passion for teen engagement and learning, identity development, and Jewish life
- Excellent written and verbal communication skills
- Strong project management, multitasking, and organizational skills
- Ability to work independently and collaboratively
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Teams, Outlook) and comfort with digital communication tools

KEY RESPONSIBILITIES

1. CJL Religious School
 - Oversee Temple's madrichim program, including student placement, training, and ongoing development
 - Oversee religious school classes for and support faculty of 7th-10th grade students, including administrative coordination and management of student/behavioral issues
 - Prepare and support substitute teachers as needed
 - Manage all aspects of Confirmation (10th grade educational milestone), including supporting clergy, coordinating volunteers, and organizing the ceremonies/experiences
 - Coordinate field trips and other off-site experiences for 7th-12th grade students
2. Teen and College Engagement
 - Serve as primary staff lead for Temple Youth Group (TYG) and coordinate teen-led programs in collaboration with clergy
 - Facilitate leadership-building experiences and mentorship opportunities for teen leaders
 - Lead 11th/12th grade programming and special initiatives
 - Design and implement programs to support college engagement and relationships
3. Retreats and Travel
 - Plan and implement teen travel experiences, including recruitment, logistics, and staffing

- Support teen participation in local, regional, and national Reform movement experiences
 - Serve as faculty at URJ Greene Family Camp for one week each summer
4. Family Engagement & Community Building
- Build relationships with parents and families of 7th – 12th grade students, and serve as a resource for connection and engagement
 - Partner with colleagues to create social, spiritual, and justice-oriented programming for teens and their families

GENERAL INFORMATION ABOUT EDUCATION & ENGAGEMENT TEAM MEMBERS

The work of education and engagement is the primary function of all staff members, clergy, and lay leadership at Temple. We strive to help every Temple member and prospective member develop a connection to other congregants, friends, family, Jewish community, Jewish people, the world, and God. Staff will help connect members with aspects of synagogue life that meet their spiritual and communal needs, through our core values of Prayer, Learning, Israel, Social Justice and Community. Members of the Engagement & Education Team are partners with clergy, lay leadership, and each other. We value each other's opinions, respect each other's time and support each member of the team during crunch times. Together we strive to make Temple a place of sacred encounters.

ENGAGEMENT & EDUCATION TEAM MEMBERS SHARE RESPONSIBILITY FOR:

1. Leadership & Relationship Cultivation –
 - Communicate and interact regularly with other teams and a wide array of members to build relationships and engage individuals in congregational life and leadership responsibilities.
 - Coordinate with lay leaders, clergy, and staff to set goals in your areas of responsibility and translate them into action.
 - Contribute toward the identification and cultivation of future Temple leaders.
2. Website & Communications –
 - Utilize Temple and community communication and marketing tools to maximize access to Temple programming, including coordination with partner organizations.
 - Maintain engagement opportunities and other pertinent information on the Temple website.

ABOUT TEMPLE EMANU-EL

Temple Emanu-El is a vibrant Reform congregation in Dallas, Texas, serving more than 2,500 households. The Center for Jewish Learning (CJL) is our supplemental education program, reaching over 600 students in grades K–12. Temple Emanu-El is committed to joyful Jewish learning, deep relationship-building, and social responsibility.

SALARY RANGE: \$58,000-\$62,000

TO APPLY: Send resume and cover letter to HRCareers@tedallas.org