

**Director of Education & Programming**  
**Shir Chadash Conservative Congregation, New Orleans, Louisiana**

Shir Chadash Conservative Congregation seeks a creative Jewish educator with a vision for community-wide educational engagement in a spirited Conservative synagogue. The ideal candidate will have a passion for preparing new generations for rich engagement with Judaism and Jewish life.

Shir Chadash is a warm, inclusive, egalitarian synagogue community in greater New Orleans that honors tradition while embracing modernity and where all are welcome to join in praying, learning, and celebrating together. The only Conservative synagogue in the New Orleans area, Shir Chadash has approximately 250 member units and about 50 children and teens enrolled in educational programming. Shir Chadash maintains a robust, active adult education program.

Job responsibilities include:

- Directing and managing the synagogue's religious school, including coordinating Sunday Shul School for all students, coordinating 1-on-1 Hebrew tutoring for students in the 2<sup>nd</sup> grade and above, and managing and overseeing Shul School staff
- With the Rabbi, coordinating B'nei Mitzvah training and family learning for B'nei Mitzvah cohorts
- Coordinating and delivering teen programming
- Coordinating and delivering youth programming for Shabbat and holidays
- Working with the Rabbi to coordinate and deliver adult educational programming
- Communicating with parents, the synagogue board, and other stakeholders about Shir Chadash's educational programming
- Developing and implementing programming centered around Jewish values and rituals for various demographics, as well as whole shul programming that enlivens, engages, and promotes community building
- Working with other office staff to market the synagogue's programming to the synagogue and the wider community
- Acting as an ambassador for Shir Chadash to the greater New Orleans Jewish community, including outreach and educational engagement to non-member families

Desired qualifications:

- Bachelor's degree or four years of professional experience
- Experience leading Jewish educational programming
- Working proficiency in Hebrew for prayer
- Knowledge of Conservative Judaism
- Experience with hiring, supervision and management of teachers and / or other professional staff
- Computer literacy, including social media, Microsoft Office, and other relevant software and platforms
- Experience leading youth programming in a Jewish setting (for example: youth group, Jewish summer camp, etc.) is a plus
- Ability and passion for incorporating music into programming is a plus
- Knowledge of nusach and trope and ability to lead services are a plus

This is a full-time position with a benefits package.

Salary: \$55,000-\$65,000, commensurate with experience

To apply, please send a resume, cover letter and completed questionnaire to [shirchadash@shirchadash.org](mailto:shirchadash@shirchadash.org). The questionnaire is attached to this document.

Please e-mail Alexandra Simon, Education Vice President, at [alexandra.r.simon@gmail.com](mailto:alexandra.r.simon@gmail.com) with any questions.

**Shir Chadash Conservative Congregation**  
**Director of Education and Programming Questionnaire**

**Please send a resume, cover letter and this completed questionnaire to: [shirchadash@shirchadash.org](mailto:shirchadash@shirchadash.org)**

NAME:

PHONE NUMBERS:

Day

Evening

Cell

E-MAIL:

**CANDIDATE'S RELIGIOUS ORIENTATION:**

\_\_\_\_ Conservative    \_\_\_\_ Orthodox    \_\_\_\_ Reform    \_\_\_\_ Reconstructionist  
\_\_\_\_ Other (Please explain)

**JEWISH EDUCATIONAL BACKGROUND:**

**JEWISH HIGHER EDUCATION (if applicable):**

Name of Institution, Years attended, Specialization

**INFORMAL/ADULT JEWISH EDUCATIONAL EXPERIENCES** (e.g. Melton Program, Limmud, Jewish camping, etc.)

**RELEVANT CERTIFICATIONS (if applicable):**

Type of License:

License #

Issued By:

Date Received:

Other Teaching Certificates:

Day School Leadership Training Institute    \_\_\_\_ Yes    Cohort # \_\_\_\_    \_\_\_\_ No

(NDI) New Directors' Institute    \_\_\_\_ Yes    Year \_\_\_\_    \_\_\_\_ No

HEBREW LANGUAGE

Please self assess your level of Hebrew fluency and literacy:

Reading: \_\_\_excellent \_\_\_good \_\_\_minimal \_\_\_I do not read Hebrew

Speaking: \_\_\_excellent \_\_\_good \_\_\_minimal \_\_\_I do not speak Hebrew

Writing: \_\_\_excellent \_\_\_good \_\_\_minimal \_\_\_I do not write Hebrew

Comments:

**ADMINISTRATIVE EXPERIENCE**

What experience, skills and expertise do you have with administrative tasks? Please check all that apply. You may write a comment to expand on your response.

\_\_\_\_\_Budget and finance:

\_\_\_\_\_Board relations and board development:

\_\_\_\_\_Marketing and public relations:

\_\_\_\_\_Hiring, supervision and (if applicable) termination of professional staff:

\_\_\_\_\_Professional development (for teachers and support staff)

Other Comments

PLEASE CHECK ALL SUBJECT(S) THAT YOU ARE WELL QUALIFIED TO TEACH AND SUPERVISE

\_\_\_\_\_Elementary Hebrew

\_\_\_\_\_Advanced Hebrew

\_\_\_\_\_Humash

\_\_\_\_\_Jewish History

\_\_\_\_\_Tefillot

\_\_\_\_\_Rabbinics

\_\_\_\_\_Trope

\_\_\_\_\_Other Subjects: \_\_\_\_\_