



EDUCATION: Curriculum Manager

Job Title: Curriculum Manager

Department: Education

Reports to: Director of Education

Effective Date: Immediate Opening

If you're a detail-oriented educator who loves ensuring that curriculum isn't just words-on-a-page but an immersive, exciting, get-up-and-cheer experience, you've just found the job you've been seeking...

The Goldring/Woldenberg Institute of Southern Jewish Life (ISJL) is a regional nonprofit with a mission to support, connect, and celebrate Jewish life in the South. Our Education program serves approximately 70 religious schools annually, across a range of denominations and affiliations, throughout our 13-state region. After two decades of service, we're evolving our program to meet the needs of our communities, who want more contact with Master's-level Jewish Educators.

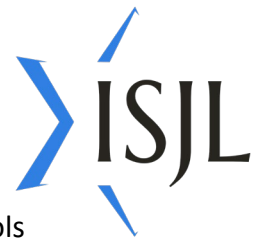
That's why we're seeking a creative, committed, curiosity-cultivating Curriculum Manager to join our Education team. This is a new role, and you will have the opportunity to shape its development. But right from the get-go, **you'll be helping 3,000 Jewish students** have access to an excellent Jewish Education. **As someone who understands the importance of an evolving, engaging curriculum,** you'll oversee the editing, expansion, and evolution of our curriculum. The Curriculum Manager is a key figure in bringing our signature curriculum to life and ensuring ISJL communities are being served to the fullest.

The Curriculum Manager will have their finger on the pulse of contemporary Jewish education, predicting and responding to opportunities for curricular or professional development. They will keep ISJL curriculum relevant, and ensure it always aligns with the organization's mission, values, and standards. The Curriculum Manager will collect meaningful feedback and integrate findings into the improvement of the curriculum. The Curriculum Manager will collaborate with the Community Manager on departmental communications, jointly creating regular newsletters and other communications that highlight elements of the curriculum, answer questions from communities, and tell stories of success that can be translated across the region.

The Curriculum Manager will work closely with the Director of Education and ISJL team to support the design and delivery of the ISJL's flagship annual conference, which brings together community members from across the South and around the world every year. ISJL believes in a growth orientation, employee professional development, and the power of a collaborative environment; with these, well-matched candidates can grow into their roles.

Duties/Responsibilities:

- Maintain and regularly update ISJL's current internal and external curriculum banks
- Organize a curricular review calendar to ensure rigorous review of existing curriculum designed for ISJL communities at regular intervals



- Create energy and excitement around programmatic offerings through tools such as a regular newsletter, ongoing trainings, or other methods innovated by the individual who takes on this role.
- Work with the rest of the Education Department and the wider ISJL team to support the planning and implementation of ISJL's flagship annual conference
- Create basic graphics, with tools such as Canva, to enhance curricular materials

Required Skills/Abilities:

- Demonstrated ability to cultivate community in diverse settings
- Strong track record of time, project, and team management
- Ability to design new curriculum as well as evaluate and improve existing curriculum all with an eye to crafting a broader curricular framework
- Keen editorial sense and outstanding written and verbal communication skills
- Collaborative spirit and work well with other people
- Self-motivated, particularly in remote working environments

Education and Experience:

- Professional experience in curriculum design and/or development
- Working familiarity with contemporary best practices/experience with classroom teaching and management preferred, including supporting teachers and facilitators needing ADA accommodations
- Knowledge of Judaism and a passion for Jewish values and culture
- 3+ years experience working within Jewish education and/or secular education
- Comfort with technologies such as the Google Suite, Canva, Zoom, etc., and experience or willingness to learn database management

Pay and Benefits:

- Salary: Range is \$65,000 - \$75,000, commensurate with experience
- Benefits include medical and dental insurance coverage
- Participation in Simple IRA plan

Equal Opportunity: It is the policy of the ISJL to provide equal opportunity in employment to all employees and applicants for employment. We will not discriminate against any employee because of race, color, religion, national origin, sex, gender identity, age, veteran status, or disability.

Safety, Respect, and Equity: The ISJL is an equal opportunity employer. In addition to the non-discrimination statement above, we are also committed to fostering a safe, respectful and equitable environment for employees and community partners.

To apply, please email your resume, cover letter, and contact information for three references to Molly Levy, Director of Education, at mlevy@isjl.org