

## **Programming Manager**

### **Position Summary**

Responsible for all major programming and coordination of logistics for successful programming at Temple Sinai. This includes working with clergy, staff, and lay leadership in creating and planning programming.

### **Responsibilities and Duties**

- Creation, development, and implementation of programs both new and currently established, including but not limited to...
  - Temple-wide social and holiday-oriented programming (i.e. Purim Carnival, Shabbat dinners, etc.)
  - Demographic-oriented programming (i.e. parents of teens, empty nesters, new retirees, etc.)
  - Liaison for established reoccurring programs making sure programs leads and groups have what they need either in-person or online, such as room set up, program supplies, Zoom links, Zoom moderation, etc. (i.e. Jewish War Veterans, Book Club, Torah Study, etc.)
  - Serve as the staff support and resource for lay-led committees by identifying opportunities and assisting with the development of goals, objectives, and programs (i.e. Green Team, Cultural Arts Committee, etc.)
- Maintain records of participants at programs for future event communication, program development, and lay leadership roles
- Budget preparation planning for all programs, receipt and record reconciliation annually.
- Oversee calendar planning of events annually, collaborate and execute calendar with staff and lay leaders.
- Assist Marketing Manager in marketing of programs via our various platforms (one-off emails, weekly email updates, monthly newsletter, social media, etc.)
- Serve as staff-on for Shabbat services a minimum of one time per month.

### **Qualifications and Skills**

Bachelor's degree in related field. Minimum of 3 years' experience in Jewish programming. Ability to ensure that programs are meeting the goals of Temple Sinai's mission, as well as implement the smallest of details to accomplish goals. Ability to create new and innovative programming; work successfully and respectfully with staff, clergy, congregants, partner organizations, and other community organizations; respect diversity of backgrounds, perspectives, personalities, and communication styles; work well within a team setting.

Ability to work with both macro and micro levels simultaneously; respond to changes easily and quickly. Possess excellent organizational skills to track outcomes, anticipate upcoming program needs, as well as respond to shifting priorities. Expert computer skills, ability to learn and use database systems. Strong leadership skills, ability to work quickly, independently, and collaboratively.

### **Benefits**

Comprehensive benefit package including health, dental, vision, Federal and Jewish holidays, personal time, sick and vacation, short-and-long-term disability.

Please email resume and cover letter to Lisa Thorner, Executive Director at [lisa@sinaidenver.org](mailto:lisa@sinaidenver.org).

**Date of Posting:** December 1, 2021

**Job Type:** Full-time

**Pay:** \$45,000.00 - \$55,000.00 per year

**Benefits**

1. Medical Insurance: see attached package.
2. Vacation: 2 weeks per fiscal year.
3. Sick Days: Per Employee Manual.
4. Long Term Disability: Per Temple policy.
5. Life Insurance: Per Temple policy.

**Experience**

Education: Bachelor's (Preferred)  
Programming: 3 years (Preferred)  
Administrative Experience: 3 years (Preferred)