

## **Program Manager Role**

Ta'amod: Stand Up! seeks a dynamic, innovative and self-driven individual for the full-time position of Program Manager. Ta'amod is at a critical growth moment. The Program Manager will play an integral role in developing and expanding our evolving body of work.

The Program Manager provides critical foundation to the work of Ta'amod, managing and stewarding client and partner relationships, and implementing systems and infrastructure that serves these relationships. As Ta'amod grows, the position has the potential to grow. Our internal culture is one of flexibility, creativity, collaboration, balance, and trust.

### **More about Ta'amod: Stand Up!**

Ta'amod: Stand Up! seeks to help Jewish communal institutions and all who work, learn, or worship at them develop cultures of safety, equity and accountability. We are committed to reflecting these values in our workplace culture. A national feminist organization on the front lines of advancing equity, preventing harassment and fostering organizational wellness in the Jewish world, you will have the opportunity to engage with a growing community of thought partners, activists and leaders on a regular basis.

Ta'amod is the national go-to-address for resources and support related to safe, equitable and accountable Jewish workplaces and communal spaces. We offer organizations training through a Jewish lens as well as a robust resource bank of materials and vetted referrals. Our CEO presents and teaches in various contexts through national and local partner organizations. Ta'amod brings this work to the Jewish community with a frame of Jewish values, ethics, and an acute understanding of the dynamics of the Jewish community.

### **Compensation and Benefits**

This is a full time position that can be based anywhere in the United States. Salary range is \$68,000 - \$72,000. Benefits include flexible paid time off including Jewish and National holidays, medical and dental insurance, FSA options, cell phone allowance, paid family leave and other opt in benefits.

*\*While this is a national remote position, Ta'amod is headquartered in San Diego where the CEO resides. San Diego based candidates will have access to co-working space at [The Hive at Leichtag Commons](#).*

### **Role and Responsibilities**

The Program Manager will work closely with and report to the CEO and collaborate closely with the Chief Program Officer.

Workflow will include, but is not limited to:

- Collaborate with Chief program officer on ongoing development of the Ta'amod training curriculum and other programmatic offerings
- Manage and facilitate partner organization relationships supporting program content strategy.
- Steward and implement all training logistics (booking, inquiry, intake, evaluations, etc)
- Contribute to written program narratives for grant proposals

www.taamod.org / @taamodstandup

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- Gather feedback from trainers to improve program offerings
- Support Chief Program Officer with trainer management and recruitment for training programs
- Track trainings in Salesforce and conduct necessary programmatic follow-up
- Manage, maintain, and update all digital program materials
- Manage invoicing and track payables for training fees and contractors
- Gather data and run reports concerning group evaluations through salesforce CRM.
- Liaison with Ta'amod Trainers.
- Stay up to date with organizations doing similar work
- Gather trends and offerings of programmatic offerings from similar mission organizations.
- Debriefing with clients post training

### Qualifications

- Experience managing program based education models.
- Exceptional oral and written skills with meticulous attention to detail and ability to convey nuanced ideas.
- A working familiarity with the Jewish communal landscape and organizations.
- Ability to handle multiple projects concurrently, prioritize effectively, work independently, and be self-directed.
- Strong organizational, administrative, and project management skills.
- Proficiency in digital communications and organizing tools such as Google Suite, Salesforce, direct e-mail platforms, TypeForm, etc.
- A commitment to issues of diversity, equity and inclusion, gender justice, harassment prevention, anti-racism, and anti-discrimination work.
- Familiarity with workplace culture issues, anti harassment / discrimination work a plus.
- A curious, open-minded, inclusive, and collaborative professional style.

**TO APPLY:** Please submit cover letter, resume, writing sample and references to [staffing@taamod.org](mailto:staffing@taamod.org) with subject: Program Manager.

Ta'amod is an equal opportunity employer. We encourage women, Black, indigenous & people of color, queer, transgender, and gender-nonconforming and people of all abilities individuals to apply. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, religion, national origin, citizenship, age, sex, disability, sexual orientation, gender identity, gender expression, military status, marital status, familial status, caregiver status, predisposing genetic characteristics, veteran or active military service member status, pregnancy, arrest or conviction record, unemployment status or any other characteristic protected by applicable law.

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