

Title: Assistant Director, Youth Action Institute

Reports to: Director, Social Impact

Type: Full time



Who we are:

The Morris Cafritz Center for Social Responsibility (MCCSR), a department of the Edlavitch DC Jewish Community Center (EDCJCC), offers both hands-on volunteer opportunities as well as learning about systemic inequality in our communities. We draw on Jewish tradition to guide us in working towards a more just and equitable world. Our volunteer opportunities are designed to be family-friendly, flexible, and accessible whether you can commit one hour a month or a few hours a week. We offer our volunteers the opportunity to build lasting relationships with agencies and clients over the span of years, or volunteer once and try a different project the next time.

In order to affect true change, we must also correct the systemic injustices prevalent in many sectors of our society, so we invite community members to also learn with us about the root causes of inequality and how to bring about change on a systemic level. We focus on topics including racial equity, affordable housing, food security, climate change, immigration and refugees, and others. While we are neither a social service agency nor an advocacy organization, we hope to empower community members and provide them with the tools to go out and make our city a more just, inclusive, and livable place for all.

The opportunity: The MCCSR is launching the Youth Action Institute (YAI), a brand-new initiative to engage youth ages 11-18 in service learning and civic participation, and we need a dynamic individual to help us build out this exciting new program. This new role, reporting to the Director of Social Impact, will build out the YAI from the bottom up. You will foster relationships with schools, synagogues, and other teen serving organizations, build a network of teen leaders and a marketing strategy to engage them, and develop meaningful service-learning opportunities and execute all programs and events associated with the YAI. Additionally, this role will support the execution of our four large-scale days of service and assist with other MCCSR events as needed.

Who you are:

- You believe deeply in the power of civic engagement as a path to changing individuals and communities for the better.
- You believe in the potential of youth to make change in their communities; you see them as capable, intelligent, and motivated, given the right tools by the adults around them.
- You are highly professional: you understand and respect boundaries and the sanctity of client and volunteer confidentiality at all times.
- You are a relationship-builder extraordinaire, particularly with teens: you love meeting new people, hearing their stories, remembering important details about them, listening deeply, and striving to understand the complexities of their realities from a culturally-competent perspective whether they are clients, teen participants, partner agency staff, parents, or colleagues.
- You are a “go” person: you aren’t afraid of ambiguity and don’t wait for someone to tell you what to do at every step. You know how to dive in and get started, and to seek clarification when it is needed.
- You have an awesome attitude: you see the good in people rather than looking for faults, you love what you do, you’re motivated to come to work and engage with your colleagues and constituents, you’re eager to grow as a human and a professional, you take feedback with grace, and you take pride in the work that you accomplish.
- You are comfortable applying Jewish wisdom and tradition to issues of social justice and equity (prior knowledge not mandatory – we can teach you!).

Key responsibilities:

Program Coordination:

- Create and lead a youth leadership body which will advise and assist with all YAI programs and initiatives
- Develop an Environmental Service Corps for high school students, in partnership with nonprofit organizations engaged in environmental stewardship
- Coordinate and run monthly service-learning programming

- Oversee the Tzedek B'nai Mitzvah Fellowship, a 5-month program for youth 11-13 years of age preparing for their bar or bat mitzvah
- Create teen components to the MCCSR's existing major days of service: MLK Day, Good Deeds Day, Everything But The Turkey, and December 25 Day of Service
- Recruit, hire, and manage additional program facilitators as needed
- Assist department staff in coordinating the MCCSR's other programming as needed, most notably the four major days of service mentioned above

Youth Outreach and Engagement

- Build relationships with schools, synagogues, and other entities with teen involvement to create a market base for YAI programs
- Build strong relationships with YAI participants to foster a connection back to the YAI as well as the rest of the JCC
- Build rapport and relationships with parents, who are critical to the success of YAI programs
- With assistance from our marketing department and the youth advisory body, create a look, feel, and vibe for the YAI and all of its external marketing
- Create qualitative and quantitative opportunities for feedback and evaluation of YAI programs
- Track YAI metrics including volunteer attendance, hours donated, and clients served
- Create teen-focused content for social media channels

Qualifications:

- 5-7 years of work experience in youth programming/mentorship, program management, or service learning
- Demonstrated ability to plan and execute projects and events from start to finish
- Ability to work evenings, weekends, and some holidays (comp time offered)
- Strong written and verbal communication skills
- Excellent problem-solving skills
- Well-organized and extremely detail-oriented
- Demonstrated ability to take initiative, be proactive, and work independently
- Knowledge of Microsoft Office programs, social media platforms (Facebook, Instagram, TikTok), and Google applications

This position requires the ability to lift up to 30 lbs.

Salary and benefits: The starting salary for this position is \$62,000, commensurate with experience. The ideal start date is April 2024, but we will continue searching until the right candidate is found. This role will be executed primarily from the EDCJCC in Dupont Circle, with a hybrid schedule that permits telework 1-2 days per week.

We offer a generous benefits and vacation package that includes:

- Paid sick and vacation leave
- Paid time off on all major Jewish and federal holidays
- 401k plan with employer contribution
- Health, dental, and vision insurance
- Fitness and pool membership

Join Us!

Please send a resume and cover letter outlining your qualifications for and interest in this position along with how you learned about the opening to Sonya Weisburd at sonyaw@edcjjcc.org. We're an equal opportunity employer, and hire without consideration of race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability. We strongly welcome and encourage diverse candidates to apply.