



## **Keilim Program Manager**

Flexible Location

The Keilim Program Manager is the lead staff overseeing and supporting the Keilim Policy Toolkit. This work includes: overseeing the online Keilim Policy Toolkit; managing Keilim cohorts; organizing and participating in trainings; and supporting policy development work with individual organizations. The Keilim Program Manager should be up-to-date with the latest research and best practices for cultivating safer, more respectful, and more equitable organizations, particularly in a workplace context, and have demonstrated the ability to run programs and lead trainings.

The Program Manager reports to the Program Director. This is an exciting opportunity for someone who thrives in a remote culture and is interested in joining with innovative professionals as they work to create large-scale change in the Jewish community.

### **Responsibilities:**

- Oversee all aspects of the online Keilim Policy Toolkit, including development and maintenance of the website and producing clear, engaging, and user-friendly content.
- Manage the Keilim communities of practice including operations, training, office hours, and support for participating organizations.
- Support the development and delivery of trainings that are focused on all aspects of the toolkit, including prevention and response of abuses of power, harassment, and discrimination in organizations.
- Support the writing and review of policies and protocols for client organizations.
- Maintain current knowledge of relevant abuse prevention and response research as assigned.
- Work on related programs and resources as necessary.

### **Qualifications and Skills of Ideal Candidate:**

Sacred Spaces believes strongly that all applicants, including Sephardi and Mizrahi Jews, Black and Indigenous people, people of color, people of all abilities, people of all religions, and LGBTQIA people should be considered fairly for employment opportunities regardless of identity. We are most interested in finding the best candidate for the job, and we recognize that the best candidate may have different qualifications from those listed below. This position could

also be an opportunity for someone with experience in one of these areas to build skills in another area. If you believe you are poised to excel at this important work, we encourage you to apply!

- Commitment to Sacred Spaces' mission and approach.
- Minimum five years of professional experience. Strong preference for workplace policy development and abuse prevention/response subject matter expertise. This can include working with boards, staff, volunteers, HR, DEI work, or developing codes of conduct for those using communal spaces.
- Exceptionally organized and detail-oriented with the ability to manage and coordinate multiple tasks and priorities.
- Demonstrated ability to work with and support Jewish organizations across denominations and backgrounds.
- Strong verbal communication skills, including experience as an engaging presenter.
- Excellent writing skills with meticulous attention to detail and the ability to convey engaging, thoughtful, and nuanced ideas.
- Development of online content and management of virtual platforms.
- Self-motivated with the ability to work remotely and collaboratively.
- Willingness to travel.

### **Salary Range:**

\$50,000 – \$58,000, commensurate with experience. Benefits include HRA and FSA options, unlimited paid time off policy, three-months paid parental leave, sabbatical policy applicable to all full-time employees, all Jewish and major national holidays off, and a professional development stipend in a flexible work environment.

Shared working hours are 9:30-1:30 ET/7:30-11:30 MT daily; with the remaining daily hours completed on a flexible work schedule to be determined with your supervisor.

### **Application Process:**

Please send an email with the subject “Keilim Manager” including resume, cover letter, and a writing sample created in the past five years to [Jobs@JewishSacredSpaces.org](mailto:Jobs@JewishSacredSpaces.org). Applications will be reviewed on a rolling basis until June 10, 2022.

In addition to your resume and cover letter:

- Applicants moved forward will participate in a 30-minute preliminary interview.

- Applicants who move forward from the preliminary interview will take part in a longer second-round interview with a Sacred Spaces Team member.
- Applicants who are moved to a final round will have a final interview with the CEO and Vice President of Programs.
- Final candidates will provide names and contact information for reference checks and resume verification.
- After a candidate receives a conditional offer, they are invited to interview any Sacred Spaces staff or board members before accepting the position, and background checks are conducted as a final step.

As Sacred Spaces seeks to increase equity in its hiring and mitigate the advantage sometimes given to those who have relationships with “field insiders,” Sacred Spaces does not consider informal recommendations from individuals with personal connections to our staff or Board members and cannot factor such referrals into selection of candidates for interviews, though applicants are welcome to list any individuals they wish on their list of references.