



PROGRAM COORDINATOR, RAISING THE BAR

ABOUT LAB/SHUL:

Lab/Shul is an everybody-friendly, artist-driven, God-optional, experimental community for sacred Jewish gatherings based in NYC and reaching the world. We are dedicated to exploring, creating and celebrating innovative opportunities for contemplation, life cycle rituals, the arts, life-long learning and social justice. Building on StorahTelling's vision and practice, Lab/Shul seeks to redefine the role of sacred gatherings that nourish our thirst for meaning, connection, spirituality and community. Lab/Shul accepts, respects, and invites the full spectrum of human existence without judgement. providing access is Lab/Shul's primary driving force, placing the wide range of spiritual, educational and communal needs of all human beings at the heart center of our work.

BACKGROUND:

Raising the Bar (RTB) is Lab/Shul's re-imagined, innovative and highly-personalized B Mitzvah* program, now in its 14th year. Led by Rabbi Amichai Lau-Lavie and our community of highly-trained and carefully-selected educator-artists, Raising the Bar blends individual Judaic learning, immersion in our signature StorahTelling method, social justice activities, and family programming to reshape this important rite of passage. (*The term "B Mitzvah" is a non-gendered, inclusive and everybody-friendly reflection of today's diverse and dynamic population.) In line with Lab/Shul's strategic plan, we are investing in the long-time success of Raising the Bar in meeting Lab/Shul's mission - both in New York city, online, and eventually in person in select cities around the country.

Within three years Raising the Bar will come together under one programmatic umbrella called **Becoming**, which will also include Lab/Shul's most recent pilots **Pass/Age**, a coming of age program for adults, and, **GENerate**, a rite of passage journey navigating the path of spiritual eldering. Becoming's ultimate goal is to help people of all ages mark personal milestones with meaning, and offer journeys, rituals, and celebrations that make sense of their lives and legacies.

ABOUT THE JOB:

Program Coordinator

Lab/Shul is in search of a Program Coordinator to support all administrative and program production elements for Raising the Bar, and within one year, for Pass/Age and GENERate. The ideal candidate is passionate about Lab/Shul's work, and has values that match ours: [Lab/Shul's Mission and Values](#)

- Coordinate all program logistics for RTB cohort gatherings, clergy meetings, Justice Club programs, parent salons and rite of passage rituals
- Maintain entire program events calendar
- Support recruitment and marketing efforts
- Coordinate logistics for annual retreat
- Steward participants and families through the entire BMitzvah/rite of passage process
- Assist in the recruitment and retention of new Raising the Bar B Mitzvah trainers
- Coordinate logistics for all trainer professional development sessions
- Coordinate all post-BMitzvah and rite of passage programs
- Support logistics for B Mitzvah rituals and rite of passage rituals including venue setup, video and sound, props and ritual objects
- Coordinate communications using MailChimp, email, texts, social media and phone calls
- Maintain basic program budgets

KEY ATTRIBUTES AND SKILL SETS:

The requirements listed below are representative of the knowledge, skills, and ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Well-organized and detail oriented
- Flexible thinker and team player
- Willing to work some evenings (including Fridays) and weekend hours.
- Excellent communication and writing skills
- Ability to set priorities, work independently, and multi-task
- Tech savvy: Fluency-level skills with Google Suite, MailChimp or Constant Contact, and social media

- Basic knowledge of Jewish holidays, practice and Hebrew language
- Experience interfacing with a diverse set of Jewish and multi-faith families across a wide spectrum of knowledge and practice
- Ability to work in both in-person and virtual environments

SALARY AND BENEFITS:

Salary range for this position is \$45,000-\$55,000 on a full-time, annualized basis. Full Time benefits include 7 secular holidays; various religious holidays; 1 “Staff Wellness” week in June, and 1 “Staff Wellness” week in December; 10 days paid time off, unlimited sick days, plus a full range of medical/dental/vision benefits.

TO APPLY

Interested applicants should email jobs@labshul.org with the following materials and put “Program Coordinator” in the subject line.

- A cover letter telling us why you want this job and how your experience makes you strong candidate for this position
- A resume or CV
- Two professional references. You will be notified before references are contacted.

The anticipated start date is mid July 6, 2021.

Lab/Shul is an equal opportunity employer and we are committed to racial equity, accessibility, and social justice. Sephardi and Mizrahi Jews, Black and Indigenous people, people of color, people with disabilities, and LGBTQIA people are strongly encouraged to apply. This org does not discriminate in employment opportunities or practices on the basis of race, color, national origin, sexual orientation, disability, sex, age, gender identity or expression, or other status protected by applicable law. Must be a US citizen or have the proper legal documentation to work in the US.