



# PARK AVENUE SYNAGOGUE

## **JOB TITLE:**

Program Coordinator

## **DESCRIPTION OF PARK AVENUE SYNAGOGUE:**

Park Avenue Synagogue (PAS) is one of the largest Conservative congregations in North America. Located on Manhattan's Upper East Side, the synagogue includes staff of more than 180 talented individuals, who together with our world-class clergy team, serve a membership of 1,800 households. Our thriving Adult Programming, Penn Family Early Childhood Center, Congregational School, Youth, Teen, and Young Family Education departments provide high quality and inclusive Jewish educational, social, and worship opportunities to our members and the community at large.

## **DESCRIPTION OF JOB:**

The Park Avenue Synagogue Youth and Family Department is seeking a highly organized, detail-oriented, and proactive Program Coordinator who demonstrates a can-do attitude and a strong commitment to excellent customer service. This role provides administrative and operational support to the Director of Congregational Education and the broader Education team.

This role is ideal for someone who enjoys coordinating logistics, organizing schedules, and supporting the behind-the-scenes work that keeps programs and departmental operations running smoothly. The Program Coordinator will serve as a key administrative partner to the Education team. This is a full-time, non-exempt, in-person position.

## **RESPONSIBILITIES:**

- Provide administrative and operational support to the Director of Congregational Education.
- Manage scheduling, correspondence, meeting preparation, and departmental administrative tasks.
- Support Young Family programming and Camp Keshet, including planning, logistics, supply management, and financial tracking.
- Assist with educational programs, trainings, and cross-departmental initiatives.
- Collaborate with clergy, education staff, and lay leaders to support program planning and execution.
- Maintain and update the synagogue's membership database and generate reports as needed.
- Draft communications and content for synagogue publications.
- Provide administrative support to education committees.
- Assist with additional departmental projects as needed.



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## **QUALIFICATIONS:**

- Minimum 2 years of administrative or program coordination experience.
- Strong organizational and project management skills with exceptional attention to detail.
- Excellent written and verbal communication skills.
- Warm, professional presence and strong customer-service orientation when interacting with congregants and stakeholders.
- Ability to manage multiple priorities and coordinate events, classes, and programs.
- Experience working within a budget is preferred.
- Collaborative team player with strong interpersonal skills.
- Availability to work occasional evenings, Shabbat, holidays, and Sundays as required by the program calendar.
- Experience in Jewish education, camping, Hillel, or synagogue settings is a plus.

## **COMPENSATION/BENEFITS:**

The salary range for this position is \$60,000 - \$62,500. Salary is commensurate with a number of factors including but not limited to experience, education, knowledge and skills. We offer a comprehensive benefits package including medical, dental and vision insurance, retirement plan, life insurance, and family/medical leave.

Please send your resume and detailed cover letter to [jobs@pasyn.org](mailto:jobs@pasyn.org) attention to the Director of Human Resources. Application will not be considered if there is no cover letter. While we wish to acknowledge all applicants, only those selected for an interview will be contacted.