



# PARK AVENUE SYNAGOGUE

## **JOB TITLE:**

Assistant Director, Youth and Teen Programs

## **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 over 2000 households. Our thriving Adult Programming, Penn Family Early Childhood Center, Congregational School, Youth, and Young Family Education departments provide high quality and inclusive Jewish educational, social, and worship opportunities to our members and the community at large.

## **ABOUT THE PROGRAM:**

Since 1959, Park Avenue Synagogue's Rabbi Judah Nadich High School Program has provided teens with a dynamic and meaningful post-Bnei Mitzvah Jewish experience. Our program emphasizes Israel education, Jewish learning, community service, and travel, offering a wide range of opportunities for teens to explore their identity, build community, and strengthen their connection to Judaism.

## **POSITION SUMMARY:**

The Assistant Director of Teen Programming plays a key role in supporting our vibrant and evolving teen program. Working under the supervision of the Director of Youth and Teen Programming, the Assistant Director will contribute to the planning and implementation of a wide range of teen initiatives, provide administrative and logistical support, and work directly with teens in both formal and informal educational settings.

This role is ideal for someone passionate about Jewish teen engagement, committed to building relationships, and eager to make a meaningful impact on the next generation of Jewish leaders.

## **RESPONSIBILITIES:**

- Collaborate with the Director of Teen Youth Programming and Engagement, Director of Congregational Education, clergy, and lay leaders to set educational, programmatic, and engagement goals for the PAS High School and Youth Program.
- Assist in the planning, publicizing, and implementation of teen programs for grades 7–12, including (but not limited to): fall kickoff events, teen-led food pantry, study sessions with clergy, community service projects, travel programs, Jewish education and Israel engagement, and holiday programming.
- Build relationships with teens and parents to foster community and encourage participation in programming.
- Support Youth and Teen Chair meetings and help guide the Teen Leadership Council.
- Staff and help lead family programs, including Shabbat dinners and High Holy Day services for teens and families.
- Assist in staffing the Teen Food Pantry on Wednesdays and Fridays.
- Be present at Congregational School Bnei Mitzvah services and events to support continuity and transition into post–Bnei Mitzvah engagement.
- Collaborate with the Communications Department to promote and market teen programs.
- Support the College Connection program, including preparing care packages and maintaining engagement with teens during their college years.
- Assist in fostering a culture of inclusion and accessibility in all youth and teen programs.

#### **SKILLS AND QUALIFICATIONS:**

- Bachelor's degree.
- Strong interpersonal skills to build relationships with youth and teens, and to communicate effectively with parents, colleagues and other stakeholders.
- Excellent project management, program planning, organizational and administrative skills.
- Strong oral and written communication skills.
- Team player: ability to work collaboratively to achieve goals.
- Flexible schedule including some nights, Shabbats, holidays and Sundays.
- Experience leading informal and formal innovative Jewish holiday, Israel, Shabbat and other Jewish educational programs and classes for youth, teens and families.
- Professional experience in Jewish education, camping, Hillel campus or synagogue setting.

- Ability to lead dynamic and meaningful worship services for youth and high school students in collaboration with clergy and educational team a plus.
- Inclusion and Special Needs background a plus.

**COMPENSATION/BENEFITS:**

The starting salary for this position is \$70,000. The final salary is negotiable and will be determined based on several factors, including your experience, education, training, skills, and overall fit for the role. As a valued member of the PAS team, you will also be eligible for our comprehensive benefits package, which includes medical, dental, and vision insurance, retirement savings plan, life insurance and paid family and medical leave.

**HOW TO APPLY:**

Please send your resume and a detailed cover letter to [jobs@pasyn.org](mailto:jobs@pasyn.org), Attention: Director of Human Resources.