



Program Manager, Immersions and Education (full-time)

Position available immediately; please submit cover letter and resume (PDF only) to jobs@mayyimhayyim.org

This position manages the essential programmatic components of Mayyim Hayyim by ensuring that all immersions are facilitated with dignity, respect, and modesty, and that education programs are facilitated to the highest standards.

Mayyim Hayyim Living Waters Community Mikveh and Paula Brody & Family Education Center is a welcoming, innovative, growing, mission-driven organization serving the Jewish community of greater Boston, and is the international hub of the Rising Tide Open Waters Mikveh Network. Services include ritual immersion for traditional purposes and transitional life moments, educational programs, volunteer opportunities, conferences, trainings, and online resources and trainings. Our cadre of volunteer Mikveh Guides is a diverse group of Jews of all genders and backgrounds who are trained to support immersion guests throughout their visit.

Essential Job Functions may include:

- **Ensuring overall quality of care for immersions, including:**
 - **Supporting visitors for immersion**
 - Offer immersion consultation to individuals and clergy
 - Cover immersions (serve as a Mikveh Guide) when no volunteer Mikveh Guide is available
 - Ensure mikveh-related supplies are well stocked, overseeing inventory and ordering in partnership with Director of Operations and Systems as needed
 - **Supervising and supporting volunteer Mikveh Guides** who facilitate and witness immersions
 - Ensure reliable coverage for all immersions, overseeing schedule of volunteers and immersions
 - Provide feedback, volunteer appreciation, and support
 - Communicate clearly, consistently, and effectively with Mikveh Guides to ensure they have the knowledge, skills, and confidence to perform their role
 - **Partnering with clergy on welcoming guests for conversions and other transitional moments**
 - **Ensuring Kashrut of Mikveh**
 - Liaise to Rav HaMachshir, rabbi who provides supervision for collection and immersion pools, and their local representative
- **Help ensure overall educational excellence for classes at Mayyim Hayyim, including:**
 - **Planning**
 - Collaborate with other staff to develop educational goals
 - Liaise with congregations, religious schools, day schools, universities on scheduling and content for online and in-person classes as needed
 - Participate in creating and tailoring curricula for programming online and at Mayyim Hayyim when possible
 - **Teaching**
 - Facilitate classes with students of all ages for private and public programming
 - **Recruiting**
 - Oversee program recruitment, working in partnership with communications staff
 - Identify event co-sponsors and oversee guest faculty as appropriate
 - **Supervise and support volunteer Mikveh Educators** who teach classes
- **Evaluate services and make improvements as needed**
- **Other tasks as needed**

Reports to the Mayyim Hayyim Director of Programs and Partnerships

Preparation, Knowledge, Skills and Abilities

- 3 – 5 years of relevant experience preferred
- Team player – ability to remain flexible in the face of a changing landscape
- Strong organizational, interpersonal and communication skills
- Ability to maintain confidentiality with sensitive information
- Understanding of and interest in Mayyim Hayyim’s mission
- Detail-oriented, even in the midst of many tasks and competing priorities
- Knowledge of and experience in the organized Jewish community
- Bachelor’s degree preferred

Working Conditions/Physical Demands

The position includes a shared office with exclusive use of a computer, phone line, voicemail and desk. Office space is up one or two flight of stairs. Physical demands beyond typical office work include the management of inventory, equipment, and supplies.

While some work from home will be possible during the pandemic, applicants must be comfortable with on-site work as needed, primarily during weekday immersion hours. To learn more about how Mayyim Hayyim has adapted its operations during this time, please visit <https://www.mayyimhayyim.org/covid-19-reopening/>.

There are times when the work is fast-paced; this position entails working with deadlines and prioritizing different responsibilities. The ability to handle stressful situations with multiple projects underway at the same time as well as the ability to work independently and collaboratively is essential; this position may evolve based on the needs of the organization and as the pandemic unfolds.

Salary and Benefits

Starting salary range is between \$52,000 - \$56,000, assuming minimum requirements. Benefits include health insurance, paid time off, paid parental leave, Jewish holidays off, and the ability to leave early before Shabbat.

For more information about Mayyim Hayyim please visit mayyimhayyim.org.

Mayyim Hayyim explicitly seeks to build a diverse staff and candidates from communities who have historically been marginalized are particularly encouraged to apply.

