



Program Manager, Immersions and Education

Full-time, Greater Boston Area (Newton, MA); *position available immediately or by March 1, 2023*

About Mayyim Hayyim

[Mayyim Hayyim Living Waters Community Mikveh and Paula Brody & Family Education Center](#) is a vibrant center for spirituality and learning at the forefront of Jewish ritual innovation and pluralism. We're making the ancient Jewish practice of mikveh (ritual immersion) more open and accessible to the full spectrum of the contemporary Jewish community. In addition to operating a community mikveh in Boston where we facilitate immersion experiences, develop, and test out innovative new rituals, we're bringing engaging, experiential educational programs to individuals and organizations across the country, and building the burgeoning field of Open Mikveh by supporting mikveh projects around the world through our Rising Tide Open Waters Mikveh Network.

About the role

The Program Manager for Immersions and Education is responsible for fulfilling key aspects of our mission by ensuring that mikveh immersions and education programs are facilitated with dignity and respect, and to the highest standards. They are both hands-on in facilitating these programs as a Mikveh Guide and Educator, and also work with volunteers and other educators to ensure program delivery and excellence. They are an important face of the organization and relationship-builder with guests, volunteers, and our Greater Boston Jewish community.

About you

You excel in multiple modalities: you can see the big picture and at the same time love implementing the details. You set and maintain firm boundaries while knowing when to be flexible. You thrive with self-directed work and are a team player who works well with others at all levels of experience. You're confident when to handle something on your own but aren't afraid to ask for help when needed. You're a pro at prioritizing even amidst competing tasks. You can manage the needs (logistical and emotional) of individuals and groups, while keeping in mind the context of the work overall. You love supporting people directly even if you identify as an introvert, and approach the community with a flexible and welcoming mindset, while maintaining boundaries.

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

About your team

You will be joining a [staff of 10](#). We work hard and set high expectations for ourselves, and we love to laugh with each other (sometimes we're pretty irreverent) and bring our whole selves to work. We celebrate joyous occasions and take care of each other when times get tough. We care about making the Jewish world more accessible and inclusive.



You'll report to the Director of Programs and Partnerships and be part of our 4-person Programs team. The Programs Team is geographically hybrid, with 2 staff members currently based in Boston, and 2 staff members, including the Director of Programs and Partnerships, currently based in other cities.

About the process

To apply, please submit a cover letter and resume (PDF only) to jobs@mayyimhayyim.org.

We will accept applications on a rolling basis. Candidates who we are initially interested in will schedule a short, 15-20 minute phone screen no later than the week of Jan. 23. Those who move on will schedule an hour-long Zoom interview by the week of Jan 30. The Director of Programs and Partnerships will conduct the interviews. Candidates will then be asked to complete a short set of tasks (less than 30 minutes; you will not be asked to produce original work), provide references, and have a final interview with senior staff and/or volunteer leaders no later than the week of Feb. 6, during which candidates will be asked to demonstrate their teaching skills on any topic for about 5-10 minutes. Please note that our hiring process is not necessarily linear; we may not contact you immediately, but we commit to responding to all candidates during the process.

The Details

Job Responsibilities may include:

- About 45% - Overseeing the mikveh
 - Ensuring a Mikveh Guide is scheduled to facilitate every immersion and serving as a Mikveh Guide when needed
 - Communicating about the immersion process with guests including clergy, clergy assistants, and those immersing
 - Supervising and supporting volunteer Mikveh Guides and Mikveh Educators
- About 45% - Facilitating education programs
 - Managing education programs at Mayyim Hayyim, including recruitment, planning, and teaching
 - Building programmatic relationships with schools, community organizations, and synagogues
 - Recruiting, training, and retaining Mikveh Educators
- About 10% - Program Administration
 - Maintaining high standards of cleanliness, supply organization, and a welcoming environment at our Boston site, and liaising with the Director of Administration and Program Assistant to ensure mikveh maintenance and repairs
 - Working with administrative and support staff to ensure proper record-keeping and invoice fulfillment
- Other tasks as needed

Essential skills/qualifications (must-haves):

- Experience in teaching, educational programming, ritual programming, or a related field
- Impeccable organization skills
- Strong communication skills, possessing an ability to write and speak with sensitivity and warmth
- Ability to maintain confidentiality with sensitive information
- Passion for Mayyim Hayyim's mission

Preferred skills/qualifications (nice-to-haves)

- 3+ years' experience in teaching kids and adults, educational programming, ritual programming, or a related field
- Experience managing volunteers or a team of people
- Excellent computer skills and the ability to learn new software quickly

Compensation

The salary range for this position is \$53,000-\$63,000, commensurate with experience.

Benefits include:

- 100% health insurance coverage for employees, plus access to purchase additional plans for spouses and families, including access to FSA and DCFSAs plans
- Progressive vacation beginning with 2 weeks and up to 4 weeks by your fourth year on staff, with the ability to roll over up to 5 vacation days per year
- 4 personal days and 12 sick days, with the ability to roll over up to 5 sick days per year
- 7 federal holidays off, 5 floating holidays, all Jewish holidays plus 3pm office closure on erev Yom Tov, flexible leave early for Shabbat policies
- 12 weeks paid parental leave, beginning after 3 months of employment
- Fully covered short-term disability and life insurance
- Ability to contribute to a retirement account

Location & Hours

This position is available to Boston-based candidates and entails certain on-site responsibilities. Mayyim Hayyim is not able to sponsor work visas at this time. This role will be considered part of the local staff and participate in our hybrid work model where local staff are currently working on-site at least 3 days per week (including Thursdays), with additional days as needed according to the role. Staff offices are up 1-2 flights of stairs.

This position entails some evening and weekend work in addition to being available by phone in urgent situations after-hours. Mayyim Hayyim is committed to supporting staff well-being, including ensuring appropriate working hours, work/life separation, and dedicated time away from work. To be successful in this role, a candidate must



both be willing and able to handle issues after-hours (whether remotely or in-person) and be able to set and maintain appropriate boundaries with volunteers and contractors around after-hours contact.

Mayyim Hayyim employees must be up-to-date with COVID-19 vaccinations, with allowances for medical exemptions. [Click here to learn about our current COVID-19 protocols.](#)