Assistant Director – NERUSY - Full-Time

This position functions as a full-time Assistant Director of Youth Activities for New England Region United Synagogue Youth (NERUSY). The person will assist with all aspects of NERUSY (grades 3-12), outreach to chapters, as well as serve as the primary Kadima / Jr. USY Coordinator for grades 3-6.

These duties include but are not limited to the following:

**Duties and Responsibilities:**

* + Plan, advertise, organize, implement and staff 3 regional Kadima and 3 Jr. USY events.
  + Work with the chapter staff to encourage Kadima/Jr. USY involvement and enhance their existing programs.
  + Visit Schechter Schools, Prozdor, and Hebrew Schools to encourage Kadima & Jr. USY membership.
  + Help with planning aspects of regional programs.
  + Help with outreach to chapter staff.
  + Help staff events.
  + Work with USY Communications VP to update and maintain social media sites.
  + Help with administrative details of running events, including overseeing Regpack registration activities.
  + Help with managing phone calls/emails.
  + Data entry.

**Knowledge and Skills:**

* Clear understanding of the Conservative Judaism movement and its religious responsibilities.
* Clear understanding of the USY and Kadima programs and experience.
* Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with chapter staff throughout NERUSY, lay management and youth.
* Demonstrably strong planning and organizational skills.
* Flexibility and initiative, as well as the ability to work independently.
* Ability to organize, complete multiple tasks, pay close attention to detail, and meet deadlines.
* Able to perform administrative tasks and have computer knowledge.

**Education and Work Experience:**

Experience in leading youth groups and programs in a non-profit organization, or any equivalent combination of experience and training, that provides the required knowledge, skills, and abilities.