



JEWISH YOUTH & FAMILY PROGRAM MANAGER

POSITION OVERVIEW

The *Jewish Youth & Family Program Manager* serves as a vital link in our community, developing and implementing engaging programs across three distinct focus areas: PJ Library Coordinator, BBYO Professional, and Jewish Federation Young Adult Division (YAD) liaison. This dynamic opportunity is a shared position between the Jewish Federation and BBYO and requires a passionate individual who can build relationships with diverse age groups while fostering Jewish identity, values, and community connections.

PRIMARY RESPONSIBILITIES

PJ Library Coordinator (Children & Families) – 40%

- Plan and implement engaging PJ Library programming for pre-school and elementary-aged children and their families
- Create meaningful holiday celebrations, story times, and family-friendly Jewish experiences
- Connect with parents and caregivers to foster participation and build relationships within the Jewish community
- Develop new initiatives that strengthen family engagement with Jewish traditions and values

BBYO Staff Professional (Teen Engagement) – 40%

- Develop and execute strategic growth events in coordination with Gold Coast Community Director and attend kickoff events in the fall and spring, as well as ongoing city/chapter recruitment activities
- Coordinate, staff, and execute BBYO community-wide initiatives such as Global Shabbat, J-serve, IC launch night and summer launch night
- Email parents and teens regularly with chapter and city updates
- Book and confirm space and locations at both Federation location or other locations as needed according to each event's needs
- Support teens to create and send marketing materials to relevant JFGN staff
- Provide *ad hoc* administrative support with new membership, event registrations, text attendance, and other online forms in conjunction with BBYO staff
- Organize and staff transportation to and from Regional Conventions
- Other duties as assigned to help drive the vision, fulfill the mission or abide by both

Young Adult Division (YAD) Liaison – 20%

- Develop and implement programming specifically for young adults in the Jewish community
- Create networking, social, and educational opportunities that strengthen connections to Jewish life
- Build relationships with young professionals to understand and meet their evolving needs
- Serve as a bridge between young adults and the broader Jewish community

ADDITIONAL RESPONSIBILITIES

Program Administration

- Manage program budgets and enrollments across all three focus areas
- Coordinate with staff, volunteers, and community partners for smooth program execution
- Maintain accurate records and prepare reports on program activities and outcomes
- Evaluate program effectiveness and implement improvements

Community Building

- Work to strengthen the Jewish community by fostering connections between individuals and families
- Promote an inclusive environment where all community members feel welcome and supported
- Represent the organization at community events and collaborate with other Jewish organizations

QUALIFICATIONS

Required

- Strong understanding of Jewish traditions, holidays, customs, and cultural values
- Excellent interpersonal skills with the ability to engage with diverse age groups
- Demonstrated organizational abilities and experience managing multiple programs simultaneously
- Bachelor's degree in education, social work, Jewish studies, or related field
- Passion for Jewish education and community engagement
- Personal experience as a Jewish teen youth group participant
- Prior experience working with children, teens, and/or young adults

Preferred

- Previous experience with PJ Library, BBYO, or young adult Jewish programming
- Knowledge of program development and implementation strategies
- Experience in non-profit or educational settings
- Familiarity with youth development principles and family engagement techniques

Personal Attributes

- Creative and innovative thinking
- Strong leadership capabilities and collaborative approach
- Excellent written and verbal communication skills
- Flexibility and adaptability in a dynamic environment
- Genuine enthusiasm for building a vibrant Jewish community

This position offers the unique opportunity to make a significant impact across multiple age groups and life stages within our Jewish community. The ideal candidate will bring energy, creativity, and dedication to nurturing Jewish identity and connections from early childhood through young adulthood.

ABOUT THE JEWISH FEDERATION OF GREATER NAPLES

We are a close-knit team of diverse personalities and interests that span the spectrum of demographics. We enjoy our time working together for the benefit of the Greater Naples Jewish community, including all other communities supported by the resources we secure locally. We are a team of approximately 15 employees. Our lay leadership respects our professionalism and relies on us to be their support and resources when needed. The senior management team is a collaborative, open, and dependent network of professionals who set expectations and model the culture for overall institutional success. We invite you to join us on this professional journey.

ABOUT GOLD COAST REGION BBYO

Gold Coast Region BBYO provides meaningful and exceptional program experiences for Jewish teens throughout Broward and Palm Beach Counties. Our programming focuses on leadership development, social activities, community service/social action events, and programs which build a teen's Jewish identity – all through an inclusive and uniquely Jewish lens.

Events are planned by teens, for teens and programming ranges from fun activities like ice skating and camping overnights, to communal Shabbat celebrations and leadership trainings. A parent, advisor, or regional staff member is always on hand to ensure safety and health.

Through youth-led and staff-supported programs, BBYO Gold Coast Region gives our members opportunities to develop leadership skills and positively affect their communities, the world, and themselves. We constantly strive to provide more Jewish teens with more meaningful Jewish experiences each and every day, so that they may become the future Jewish leaders in their communities and in the Jewish world at large.

To Apply: Please submit a resume and cover letter to *Nammie Ichilov, President & CEO*, ceo@jewishnaples.org.

The Jewish Federation of Greater Naples is an EEOC/AA Employer and does not discriminate on the basis of any protected class. We encourage individuals of all backgrounds and faiths to apply for any position for which they feel qualified.

The above job duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.