

THE WEXNER FOUNDATION

Position Description June 2022

Coordinator, JEWS OF COLOR COHORT WEXNER HERITAGE PROGRAM IN PARTNERSHIP WITH UJA-FEDERATION OF NEW YORK

The Wexner Foundation develops and inspires leaders in the North American Jewish Community and the State of Israel. Through pluralistic, cohort-based educational programs, the Foundation invests in promising professionals and volunteers and gives them tools to exercise transformative leadership. Working in partnership with other foundations, philanthropists and communities, the Foundation strengthens North American Jewish life and Israel's public sector by making their leaders more skilled, visionary and collaborative.

The Wexner Heritage Program (WHP), one of seven signature leadership initiatives of The Wexner Foundation, selects cohorts of twenty North American Jewish volunteer leaders (approximately 30 – 45 years of age) in a local community who engage in a two-year intensive Jewish study and leadership learning program. The curriculum includes seminars in Jewish history, values, texts and leadership taught by distinguished scholars in each area. The program also includes three weeklong summer institutes held in the U.S. and Israel. Over 2300 alumni from 35 North American communities have participated in the WHP. Local communities fund half of the program's costs, a meaningful partnership with The Wexner Foundation's investment in volunteer leaders.

The Wexner Foundation's core values include diversity and inclusion. Accordingly, the Foundation has committed to addressing racial inequity in the Jewish community. This effort includes an ongoing, rigorous internal learning process, and it also applies to our programming. As one significant step to fulfill that commitment, the Foundation, in partnership with UJA-Federation of New York, is preparing to launch a cohort of the WHP designed to make a significant impact on leadership development among **Jews of Color (JoC)** in New York.

In preparing to design and implement this program with the unique needs of the JoC population in mind, The Wexner Foundation wishes to engage a part-time Coordinator. Originally scheduled to launch in the summer of 2022, the start date will now be summer 2023 in order to allow time for a thoughtful process of program design.

Position Description

The Coordinator will partner with the Director of the Wexner Heritage Program and our team to co-envision, co-create, and co-design the strategy, curriculum, and implementation of a Wexner Heritage cohort of current and emerging volunteer leaders in the New York JoC community. We strongly prefer this position to be based in New York, though we are open to a remote option with some travel to New York.

Responsibilities:

- Develop outreach to key stakeholders in the JoC community to provide guidance and networking in support of the JoC Cohort.
- Identify and develop relationships with key educational leaders and researchers in the field of Diversity, Equity, Inclusion, and Justice who have expertise in working with the JoC community.
- Review existing Wexner Heritage Program curriculum and help staff and faculty modify the curriculum; research readings and background materials to include diverse multi-racial and multi-cultural scholarship and voices.
- Assist with the development of curriculum and programming for summer institutes and ongoing seminars.
- Research and compile a roster of potential JoC cohort faculty with expertise both in the program curriculum and in working with diverse groups.
- Support JoC candidates through the online application process.
- Design selection interviews for JoC Cohort.
- Develop and implement faculty and staff training on the unique background, experience and needs of the JoC community.
- Attend cohort Seminars in New York as necessary and maintain close connection with participants, shaping the experience as needed to meet goals.
- Facilitate processes to ensure that all experiences for the JoC cohort in the WHP are safe and welcoming.
- Participate in ongoing evaluation and assessment of Seminars.

The Ideal Candidate Will Possess:

- A prior connection to and involvement with Jews of Color and the JoC community, especially in New York.
- Experience in Diversity, Equity, Inclusion, and Justice education.
- Experience in leadership training, facilitation, and/or adult education.
- Knowledge of the New York Jewish community.
- Demonstrated commitment to Jewish learning and Jewish leadership.
- Excellent administrative skills, oral and written communication skills.
- Proficiency as a solution-oriented self-starter.
- A commitment to team building and professional partnerships.
- The ability to travel, including periodic trips to the Wexner Foundation headquarters in New Albany, OH as well as Summer Institute locations.

Hours and Compensation:

This is a part-time position based on 20 hours/week. The position will conclude when the New York JoC cohort completes the program in the Summer of 2025. The salary will be in the range of \$55,000-\$60,000 annually. Because this is a part-time position, we are unable to offer health care.

On Diversity, Equity, and Inclusion:

The Wexner Foundation is committed to providing equal opportunities in employment, and treating our associates and applicants without discrimination based on their race, color, gender, age, national origin, religion, sexual orientation, gender identity or expression, marital status, citizenship, disability, protected veteran status, or any other legally protected factor.

Interested applicants: please send a resume and single page cover letter summarizing your commitment to the JoC community and your interest in the position to info@wexner.net.