

THE WEXNER FOUNDATION

Position Description

March 2021

PROGRAM COORDINATOR WEXNER HERITAGE PROGRAM JEWS OF COLOR COHORT 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 injustice, especially 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, aspires 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 Program Coordinator.

NOTE: We are currently hiring for an initial research consultancy of 2-3 months to address key questions about the program initiative proposed here before finalizing plans to launch it. If the program proceeds as planned, this short-term project could turn into the full 3-year position.

Position Description

The Program Coordinator, will partner with the Director of the Wexner Heritage Program and our team to co-envision, co-create, and co-design the strategy, recruitment, curriculum, and implementation of a Wexner Heritage cohort of current and emerging volunteer leaders in the New York JoC community. The Foundation plans to launch this cohort in the Summer of 2022.

Ideally based in New York, this is potentially a 3-year position including three phases of work:

Preliminary:

A) Research Consultancy phase (Spring 2021)

After confirmation of the plan to proceed with the program:

B) The planning and development phase (Summer 2021-Spring 2022)

C) The active program phase (Summer 2022-Summer 2024)

The person hired for the initial research consultancy of 2-3 months could remain as the program coordinator for the duration of the program upon mutual agreement with the Foundation.

Responsibilities:

Research Consultancy Phase:

- Assist in developing a list of key questions to be addressed prior to the launch of the program.
- Conduct outreach to key stakeholders in the JoC community to provide guidance and insight in response to these key questions.

Planning and Development Phase:

- Develop additional 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.
- Attend current Wexner Heritage seminars and institutes to develop understanding of the program.
- Research and develop candidate pool and recruitment strategy, including reviewing the current application process reflect our commitment to inclusivity.
- Actively recruit potential JoC candidates and support them through the online application process.
- Participation in selection interviews for JoC Cohort.

Execution Phase:

- Develop and implement faculty and staff training on the unique background, experience and needs of the JoC community.
- Attend cohort Seminars in New York 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 salaried position based on 20 hours/week. The position will conclude when the New York JoC cohort completes the program in the Summer of 2024.

Compensation: the salary will be based on an annual compensation in the range of \$55,000-\$60,000. This rate will remain the same (pro-rated) whether the candidate is engaged only for the research consultancy phase of up to 3 months or for the duration of the position. Because this is a part-time position, we are unable to offer health care.

Interested applicants: please send a resume and single page cover letter to rsosin@wexner.net

Equal Opportunity Employer Statement: The Wexner Foundation is an equal opportunity employer. We prohibit any unlawful considerations of race, religion, creed, color, national origin, pregnancy, sexual orientation, gender, age, ancestry, physical or mental disability, marital status or any other classification protected by applicable local, state or federal laws. This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. This policy applies to all aspects of employment, including, but not limited to, hiring and promotion.