

Job Title: Director of the Community Learning Center (CLC)

Location: Congregation KTI, Port Chester, NY

Part-time (20 hrs per week, 3 hrs Sundays at CLC)

About Congregation KTI:

Congregation KTI, located in Port Chester, NY, is a vibrant and welcoming Jewish community committed to providing meaningful spiritual, educational, and cultural experiences. We are seeking a dynamic and passionate director of learning and family engagement to lead our educational programs and nurture the growth and development of our students and families.

Position Overview:

We are seeking a visionary, warm, and organized leader to guide our Community Learning Center and revitalize the CLC's family programming. This role is designed for a leader who believes that Jewish education doesn't just happen in a classroom-it happens through community, shared experiences, and multi-generational connection. The ideal candidate is a "people person" with a deep love for Jewish tradition, a flair for creative programming, and the administrative chops to keep a school running smoothly.

Key Responsibilities:

- * Lead and oversee all aspects of the CLC
- * Develop and implement strategies to increase CLC enrollment and retention
- * Hire, supervise and support CLC faculty, providing guidance, mentorship, and professional development
- * Develop and implement engaging educational programs for the CLC that foster Jewish identity, values, and traditions for students of all ages
- * Work closely with parents, families, and congregants to create an inclusive and supportive learning environment.

- * Plan and execute holiday and community events for the CLC, including family programs and services that may fall outside of school hours
- * Manage the CLC budget, including financial planning and resource allocation
- * Collaborate with KTI leadership and local congregations to integrate educational programs and community-building efforts
- * Serve as a resource for families and provide ongoing communication about school activities, policies, and events

Candidates Should Demonstrate:

- * A strong background in Jewish education, preferably with at least 5 years of experience in a leadership role
- * A degree in Education, Jewish Education, or a related field (Master's degree preferred)
- * An ability to lead and support a team of teachers
- * Familiarity with Jewish traditions, values, and practices
- * Excellent leadership, organizational, and communication skills
- * An ability to work effectively with students, families, clergy, and lay leadership
- * Proven track record of success in family programming and community engagement

Why Congregation KTI?

At Congregation KTI, we believe in creating a warm and supportive environment for both staff and students. This is an exciting opportunity to lead and inspire the next generation of Jewish learners in a close-knit and thriving community.

Compensation:

The compensation for this role is \$35,000 (commensurate with experience).

How to Apply:

Interested candidates should submit a cover letter and resume to kticlc@congkti.org. We look forward to hearing from you!

Congregation KTI is an Equal Opportunity Employer.

Job Type: Part-time

Work Location: In person