



## JCADA Education Manager Job Posting

### **Organization Summary**

For over 20 years, JCADA has served the Greater Washington, DC community by empowering survivors of intimate partner violence (IPV) to live safely and educating youth about healthy relationships. Today, JCADA provides free direct services in the forms of counseling, legal and advocacy support to victims of intimate partner violence. JCADA also educates the community about the warning signs of abuse, the components of healthy relationships, and appropriate responses to victims of intimate partner violence.

### **Job Summary**

The Education Program Manager educates the local Jewish community about intimate partner violence and appropriate responses and helps inform victim service agencies in the Greater Washington Area about the unique needs of Jewish survivors. You will support the implementation of new education strategies and workshops.

### **Essential Job Responsibilities**

To perform this job successfully, each essential job responsibility must be performed satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential job responsibilities. Other responsibilities may be assigned to meet business needs.

- Research, recommend and implement best practice education strategies, methods, and mediums.
- Help develop and facilitate interactive workshops for both youth and adults.
- Help compile or develop content modules on relevant topics as needed.
- Help develop and implement workshop evaluation metrics to show the value of our work to funders.
- Collaborate with the Coordinator of Outreach & Partnerships and the Director of Development as appropriate on the development and implementation of strategies to enhance Jewish community participation in JCADA's services.
- Work collaboratively with the Director of Education & Outreach to create, review and adapt curriculum to ensure content is cohesive and complimentary to JCADA's strategic educational goals, support the education team strategy regarding curriculum, partnerships, training facilitators, and education program evaluation.
- Communicate with the Jewish community to schedule education programs.
- Supervise Department Interns, ensuring interns are learning and progressing as professionals by engaging in internal and external training opportunities and demonstrating new skills.

### **Requirements**

#### Skills and Abilities

- Strong interpersonal, active listening, oral and written communication, and problem-solving skills.
- Punctuality both in the workplace & responding to community members in a timely manner.

- Sensitivity to the needs of members of diverse cultural backgrounds & diverse socio-economic backgrounds.
- Willingness to learn / implement self-care strategies to minimize effects of vicarious trauma or burnout as needed.
- Well-organized and detail oriented.
- Capability and willingness to maintain the highest levels of confidentiality.
- Ability to maintain and support a flexible schedule, evening and/or weekend hours are necessary.

### **Education and Experience:**

#### Education

- Master's and/or Graduate degree in public health, social work, criminal justice, gender studies, or a related field or three - five years of experience with curriculum development, training, and facilitation in the field of IPV.
- Knowledge of or strong desire to learn about the Greater Washington Jewish Community.
- Knowledge of or strong desire to learn Jewish values and the integration of values into programs designed for the Jewish community.
- Knowledge or strong desire to learn public health approaches to prevention and education, victim services and intimate partner violence, including knowledge of behavior change theories, learning theories, etc.
- Experience working with cross-cultural audiences.
- Excellent relationship building, verbal, written communication, and presentation skills.
- Experience or willingness to learn program evaluation, such as the fundamentals of evaluating workshops.

Salary: \$55,000-60,000 plus benefits including short-term disability, long-term disability, life insurance, medical, dental, and vision insurance plan, SIMPLE Individual Retirement Account with match up to 3%, unlimited paid time off, and more.

This position is hybrid, combining regular in-person presence at our Rockville, MD office with the option of at least two days of remote work each week. Ability to travel around the Greater Washington area to engage in programs required. Dog friendly office.

Please send your resume to [jobs@jcada.org](mailto:jobs@jcada.org) with the subject line "JCADA Education Manager – Your Name" and include a cover letter in the body of the email telling us why you are interested in the position. If there is an accommodation needed during the application or hiring process, please include that in your letter. Have a passion for our mission but don't check all the boxes? We still want to hear from you! Too often, excellent candidates elect not to apply for roles if they don't meet all the requirements listed in a job description—this is especially true for women and candidates of color. We encourage you to apply even if your experience is not a 100% match with the position!

JCADA is an equal opportunity employer. JCADA is committed to providing high quality services to all residents of the Greater Washington DC community without regard to race, national origin, ability, background, faith, gender, sexual orientation, gender expression, or gender identity.