

## **San Francisco Program Director**

Reporting to: Executive Director

Location: San Francisco, CA

Organization: JIMENA

### **The Organization:**

JIMENA has been a leader of the Jewish multicultural movement since our formation in 2001. The organization's mission is to achieve universal recognition for the heritage and history of the 850,000 indigenous Jewish refugees from the Middle East and North Africa. Our programs aim to promote in the greater public a more nuanced understanding of the centrality of Jewish heritage to the makeup and history of the Middle East and North Africa. A primary goal of JIMENA is perpetuate and transmit the vibrant and flourishing culture and contributions of Mizrahi and Sephardic Jews. Members of our Speakers Bureau have provided testimony at the UN Human Rights Council, US Congressional Human Rights Caucus, European and Italian Parliaments, Israeli Knesset, British Parliament and over 70 Universities in North America. JIMENA carries out its programs in college campuses, community centers, high schools, synagogues & churches, private homes & clubs, the internet, and public institutes in the Bay Area and in other North American regions and cities.

### **The Job:**

JIMENA's San Francisco Program Director will help us accomplish our mission and sustain our continued growth by managing and coordinating our local Bay Area programming. The newly created position will play a critical leadership role by working closely with the Executive Director in the continued development of our Sephardic and Mizrahi Cultural Engagement Program. The ideal candidate has a proven track-record in program management, leadership, community engagement and will possess uniquely strong communication and interpersonal skills. They will demonstrate exceptional ability to be a thoughtful, persuasive, and enthusiastic public advocate for JIMENA's mission, vision, and key program activities.

### **Job Responsibilities:**

- **Program Planning/Implementation:** Lead role in overseeing implementation of JIMENA's programming in San Francisco to ensure quality and efficiency. San Francisco programs include our Speakers Bureau and Sephardic and Mizrahi Cultural Engagement Programs.
- **Community Relations:** Recruit community organizations to collaborate, co-produce, and co-sponsor JIMENA programs and speakers.
- **Financial, Personnel, and Operational Management:** Assist Executive Director in JIMENA's administrative management. Help recruit and oversee Young Adult Advisory Board and volunteers.

- **Networking and Diplomacy:** Represent JIMENA in various functions including public events, conferences, and other community meetings as needed. Engage in networking to expand JIMENA's organizational partnerships and alliances.

**Qualifications:**

- Passionate commitment to education and advocacy on behalf of Jewish refugees from Arab countries and Iran and can clearly articulate the issues surrounding Jews from Arab countries.
- Outstanding oral presentation, written communication, and networking skills
- Proven professional track record in San Francisco's non-profit environment; experience in program management, event planning, and community relations
- Detail-oriented, highly organized and resourceful with ability to prioritize, multi-task, take initiative and handle pressure
- Self-motivated and able to work independently and as part of a team
- Leadership experience managing staff, volunteers, committees, and
- Flexibility and willingness to work from home
- BA required; graduate degree preferred

Full time; occasional evenings and weekends required.

Attractive compensation package commensurate with experience, including competitive salary and comprehensive benefits.

**If Interested:**

- Send email to [info@jimena.org](mailto:info@jimena.org) Include in the Subject Line: San Francisco Program Director
- Include resume, brief cover letter explaining why you're interested and qualified, and references

Please do not contact the office directly with any questions for follow-up inquiries

Learn more by visiting: [www.jimena.org](http://www.jimena.org)