Special Initiatives Coordinator

The Central Conference of American Rabbis (CCAR) is seeking a part-time (15 hours a week) Special Initiatives Coordinator. The Special Initiatives Coordinator will be responsible for supporting the special projects such as the development of the new CCAR Torah Commentary, as well as the Ethics Task Force. This is a remote position and will report directly to the Chief Executive.

Primary Areas of Responsibilities:
- Coordinate the Torah Commentary pilot project
- Collect, organize, and analyze feedback
- Assist the Chief Executive and Chief Editor with preparation for Think Tanks and special meetings
- Provide research and coordination assistance to the Ethics Task Force
- Assist on other special initiatives as they arise
- Coordinate with other staff members, volunteers, and consultants as needed

Valued Qualities, Skills, and Competencies
- Highly organized and extremely detail-oriented with strong project management skills;
- Ability to work independently, manage multiple tasks and set priorities and deadlines;
- Excellent written communication skills;
- Ability and willingness to learn new programs, technologies, and processes as needed;
- Excellent interpersonal, leadership, communications, and customer service skills, positive attitude, professional and courteous demeanor as an ambassador and representative of the organization;
- Willingness to take direction and feedback, and to be flexible;
- Patience and good judgment with people; good conflict resolution instincts and problem-solving skills;
- Ethical foundation in both conduct and qualifications;
- Commitment to confidentiality;
- Knowledge of the CCAR rabbinic community.

The Central Conference of American Rabbis (CCAR), founded in 1889, is the oldest and largest rabbinic organization in North America. As the professional organization for the Reform rabbis of North America, the CCAR projects a powerful voice in the religious life of the American and international Jewish communities. The CCAR also fosters excellence in rabbinic leadership and serves the Jewish community through programs, support services, and resources. To this end, the
CCAR operates a number of lines of business including continuing education programs, an annual convention, a career services department, and the CCAR Press. All of these areas present opportunities for support, fundraising, and other revenue enhancement.

Please see our open positions below and submit your resume to hr@ccarnet.org. Salary $45K