

CCC's Education Director Job Description

This exciting position offers significant flexibility as well as an opportunity to help take Creating Connected Communities (CCC) to the next level! As the Education Director, a brand new role for CCC, you will collaborate with our team to create strategies that will propel CCC into new and innovative directions, enhance our one-of-a-kind Leadership Development Program, implement our community-building outreach programs, and represent CCC in the community as we gain more visibility and support!

A little bit about us:

Creating Connected Communities (CCC) is a local non-profit formed in 2010. CCC's mission is to enhance the lives of children in need by empowering teens to become community leaders and volunteers. Through its signature event, Amy's Holiday Party (in its 25th year!), and other monthly community outreach programs, CCC serves thousands of children and families in need each year and offers hundreds of teen volunteer opportunities annually. The cornerstone of CCC's work is its Leadership Development Program, an up to 4 year-long experiential-learning program that empowers Jewish teens between 8th-12th grade to develop their Jewish identity, values, and leadership skills in a variety of impactful ways. Our program features multiple hands-on activities and projects, speakers, and small group discussions that really challenge our teens to explore tough topics and make a significant impact in their community. CCC continues to grow each year and we need an innovative and enthusiastic educator to help us meet the interest for our work!

Curriculum focus areas:

- Issue education on homelessness and poverty
- Non-profit work and community needs assessments
- Fundraising strategies and public speaking
- Empathetic volunteering and volunteer recruitment
- Program planning and implementation
- Creating Jewish identity through Tikkun Olam

In this role, you will be working with our team to accomplish our goals in a variety of areas, including:

Education and Programs

- Implement the Leadership Development Program's training sessions as the Lead Educator;
- Work with the Co-Executive Director to expand LDP and create innovative curriculum and educational strategies;
- Manage and report on LDP evaluation methods and tools to continue improving program content and delivery;
- Lead teen recruitment/marketing efforts, plan and present at info sessions for prospective teens and lead communication with partner organizations;
- Recruit, screen, and hire young adult mentors to create your team of informal educators for LDP;
- Manage and train the young adult mentors and LDP teen board members who serve as support leaders;
- Manage the communication between the teens, their parents, and other CCC staff;
- Lead teen volunteer registration and serve as the day-of contact for teens and parents at the programs;
- Assist with implementation of community programs and fundraisers, including programmatic and supply prep work, set-up, and break down;
- Manage LDP administration including RSVPs, service hours, parent communication and applications; and
- Attend professional development and networking/partnership opportunities to ensure educational and programmatic best practices for CCC.

Development and Operations

- Attend CCC board meetings as necessary and sit on the Education Committee as a staff member;
- Collaborate on CCC's strategic plans for growth related to the local and national Jewish teen landscape;
- Assist with the implementation of LDP's Teen Phonathon fundraiser, including call sheet preparations, data management, and overall logistics;
- Design and manage an LDP alumni outreach plan with the development staff;
- Assist with development opportunities related to LDP and programs including grant research, in-kind donation requests, proposal writing, in-person solicitations, and marketing;
- Manage the development and implementation of the CCC budget with respect to LDP;
- Attend community events/meetings and organize presentations to educate the community about CCC's work; and
- Assist the CCC team with "ad hoc" operational responsibilities as needed, including CRM and marketing tasks.

We need you to:

- Have a dynamic personality with a strong presence, the ability to “command a room”;
- Have experience teaching teens or working in an informal Jewish educational/camp/youth group setting;
- Work as a “team player” and demonstrate an “all hands on deck” approach to goal setting and attainment;
- Maintain accountability, display efficiency, and communicate clearly in a remote working environment;
- Demonstrate ability to use excel, google docs, and CCC’s CRM (with training);
- Be responsible, patient, trustworthy, mature, and demonstrate good time management skills; and
- And most importantly, demonstrate passion for CCC’s mission and Jewish identity/leadership development!

Here’s how it works:

- This position does not require “typical” work hours. LDP meetings occur 10 times a year on Monday (Sandy Springs) and Wednesday (Johns Creek) evenings from 7-9pm (total of 20), and programs (10-12) occur on Friday afternoons and Sundays.
- Development and operations responsibilities occur flexibly and remotely during “workday hours,” with the exception of Tuesday Office Hours (9:30am-2pm) and other in-person/phone team meetings as scheduled.
- Community meetings, presentations, development meetings, and professional development opportunities are scheduled with advance notice.
- This position will start in Fall 2019 with an expected commitment at least through December 2020.

For more information about CCC, please visit www.cccprojects.org. If interested, please email Amy Zeide, Co-Executive Director and Founder, at amy@cccprojects.org.