



Job Title: Program Coordinator

Job Location: Remote (anywhere in the United States)

Time Expectations: Full-time

Job Overview: The Program Coordinator will support the Senior Program Manager at Project Shema on special projects and cohort-based programmatic initiatives.

Compensation: \$55,000-65,000; \$12,000 Health reimbursement fund (HRA)

About Project Shema: Named after the Hebrew word Shema, which means “to hear”, “to listen”, or “understand,” Project Shema works to deepen understanding and build compassion and bridges across communities. We provide a truly unique, nuanced approach to antisemitism education for those working to ensure inclusive spaces for all Jews. Since its founding, Project Shema has supported Jewish institutions and major corporations, locally and globally, to explore these complex issues. For more, [check out our core principles here](#).

Our work: Project Shema is an independent nonprofit organization that trains and supports the Jewish community and allies to understand and address contemporary antisemitism, with an emphasis on how anti-Jewish ideas can emerge in progressive spaces and in discourse around Israel and Palestine. Founded by Jewish leaders with deep ties in social justice movements, Project Shema brings a fresh and humanizing approach to these challenging issues.

Our Team Values:

- **P’tichut (Continuous Learning):** Being a great training and support organization requires a humble team dedicated to continuous listening, learning, and growth.
- **Briyut (Wellness):** The intensity of these issues will test us emotionally, so our team places a priority on mental wellbeing.
- **Chazak (Strength):** We’re all here because we feel a sense of obligation to protect our community, so we’re committed to fostering the strength & resilience necessary to do so.
- **Achdut (Solidarity):** We have each other’s back.
- **Hinenu (Here we are):** In the moments our community is most afraid, our team steps up to support and guide those in our network.

General Expectations:

- You have a deep commitment to the wellbeing of the Jewish people.
- You are aligned with the organization’s core principles as listed [here](#).
- You have a strong work ethic, are a self-starter, and can be productive with minimal supervision.
- You have a proven ability to translate vision into actionable strategies.
- You are detail oriented, well-organized, and an outstanding communicator.
- You are adept at leveraging problem-solving skills and adaptability to create clear, actionable plans and drive results.
- You exhibit strong empathy, trustworthiness, and nurturing qualities, building supportive relationships with team members and creating a positive and trusting work environment.



- This role has an expectation of responsiveness within 24 hours on workdays to the stakeholders being supported by this work.

Technical Skills

- You are proficient with Microsoft Office, especially Excel and PowerPoint, along with Slack, Google Drive, and Mailchimp (or similar technology).
- You are proficient in Airtable and can use its software as an integrative project tracker tool.
- You can build and learn processes and systems as we go and can be relied upon to follow up and follow through.

Job Scope:

Program coordination (70%)

- Research information needed for the Discovery phase of project and cohort construction, including compiling landscape analysis.
- Support the compilation of promotional materials and draft communications between Organization and partners or participants.
- Build dossiers for facilitators to help prepare them in advance of workshops.
- Compile reports and/or provide supporting data for various programming and presentation needs.
- Build registration systems and track participant attendance during conferences or cohort gatherings. Follow up with participants on post-gathering assignments and address inbound communication.
- Ensure all necessary on-boarding details are addressed prior to programming and complete any required post-event follow up as needed.
- Compile post event reports, as necessary, following programming for partners

Program operations (20%)

- Ensure program materials are ready in a timely manner
- Oversee logistics for in-person programs, including space rentals, catering, travel, etc.
- Use Airtable automation software to support tracking of programmatic logistics

Internal Systems & Communication (10%)

- Develop, implement, and streamline processes, procedures, and systems to support the growth of the organization and programs
- Identify program gaps and needed resources to improve team capacity and ensure ongoing high-quality program delivery
- Serve as a liaison between the program team and other departments, including development, communications, and administration

To apply: Email 1-2 paragraphs outlining how your unique skill set fits within the responsibilities below along with your resume to apply@projectshema.org with the subject line “Program Coordinator Application”

2025 Holiday Closure Dates



Wednesday, January 1 - Friday, January 3	New Year's Day
Monday, January 20	Martin Luther King, Jr. Day
Friday, April 11	Erev Passover (observed)
Friday, April 18	7th Day of Passover (observed)
Monday, May 26	Memorial Day
Monday, June 2 - Tuesday, June 3	Shavuot
Thursday, June 19	Juneteenth
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Monday, September 22 - Monday, October 6*	Rosh Hashanah and Yom Kippur, Erev Sukkot
Tuesday, November 4	Election Day
Monday, November 24 - Friday, November 28	Thanksgiving
Monday, December 15 - Friday, January 2	End of Year Holidays

**** Seven Flex Holidays****

Ex: Shemini Atzeret, First night of chanukah, Easter Monday, etc.



Mandatory Vacation / Office Closure

Project Shema recognizes the importance of time off for employees to reconnect with themselves, their families, and their communities. As such, Project Shema enforces three full-team mandatory vacation periods when our office closes down so that our entire staff team can share in rest and relaxation. During this time, all internal and external meetings will be canceled and all staff will be required to enjoy vacation. The dates of Project Shema's mandatory vacation are:

- The "Ten Days of *Teshuva* (Repentance)" Erev *Rosh Hashanah* to after *Yom Kippur*
- The full week of Thanksgiving
- The last two weeks of December

Jewish Holidays

As a Jewish organization, Project Shema recognizes the following Jewish festival days as paid Jewish holidays for all employees:

- Sukkot (first and last day)
- Passover (first two and last two days)
- Shavuot (first two days)

Personal/Flex Holidays

Project Shema seeks to be inclusive of our diverse team and recognizes that employees celebrate different holidays and celebrate holidays differently. While we offer mandatory days off on certain national and Jewish holidays, we also offer employees 7 flex holidays annually. We invite our team to utilize these floating holidays to celebrate at times that are special to you whether for religious, cultural, or personal reasons. Project Shema encourages employees to inform the leadership team of when you plan to use floating holidays in advance, whenever possible. We trust our employees to use these days accordingly and there is no specific approval process to utilize a floating holiday. Floating holidays cannot be carried over to the next calendar year.

Examples of floating holidays may include, but are not limited to:

- A religious, cultural, or national holiday such as Christmas Eve, Veterans Day, etc.
- Days that align with school/daycare closures (President's Day, spring break, etc.)
- Special occasions such as birthdays, weddings, anniversaries, etc.