Program Manager

Reporting To: Director of Community Engagement
Location: Remote, based anywhere in the contiguous United States

About Zioness: Zioness is a coalition of Jewish activists and allies who are unabashedly progressive and unapologetically Zionist. We are a grassroots organization with more than 30 chapters across the country, fighting for the advancement of social, racial, economic, environmental and gender justice in America. We are also committed to fighting for Zionism and the inclusion of Zionists in social justice spaces, because Zionism is itself a progressive value: the movement for liberation and national self-determination of the Jewish people in our indigenous homeland.

Role Description: The Program Manager will facilitate the logistics and coordination of various Zioness programs, with a focus on constituency groups within Zioness, ensuring seamless communication and support between groups and their lead consultants. This role involves organizing and managing events, overseeing consultants, communicating with external speakers and planning regular meetings, and streamlining administrative processes to enhance constituency engagement. The Program Manager will also be responsible for tracking and reporting on constituency activities, ensuring alignment with organizational goals. Additionally, the role includes implementing program management tools to improve operational efficiency and supporting data analysis to inform strategic decisions.

Key Responsibilities:

Constituency Coordinator and Support

- Act as the logistical point of contact for constituency groups; work alongside and manage constituency group consultants.
- Coordinate and schedule meetings, events, and communication among various constituency groups
- Ensure the availability and distribution of necessary materials, resources, and tools for each constituency group.
- Track and report on the progress and needs of each constituency group to ensure alignment with organizational goals.

Event Planning and Execution

- Oversee the logistics of events, including workshops, training sessions, and community meetings for constituency groups.
- Coordinate venue bookings, catering, transportation, and other logistical details to ensure smooth event execution.
- Work with the Director of Community Engagement to facilitate the implementation of engagement strategies and initiatives.
- Ensure all events and activities align with Zioness' mission and strategic objectives

Administrative and Operational Management

- Develop and maintain efficient systems for tracking constituency activities, communications, and resources.
- Implement project management tools and practices to enhance operational efficiency.
- Provide Administrative Support:
- Assist in preparing reports, presentations, and documentation for internal and

external stakeholders.
- Manage budgets, timelines, and deliverables for constituency-related projects and events.

Other Duties as Assigned:
- Fully support all efforts to execute the organization's strategic plan, as assigned.

Qualifications + Expectations:
- 3-5 years experience in project/program management, storytelling and development
- Deep passion for progressive issues and Zionism, with a solid understanding of social, racial, economic, gender, and environmental justice movements.
- Capable of producing results with minimal oversight, embracing a start-up mentality with a willingness to tackle diverse tasks and support team efforts.
- Strong organizational skills, attention to detail, and a professional demeanor, capable of developing and executing comprehensive engagement strategies.
- Excellent communication and writing skills, with proficiency in social media and online tools to drive both online and offline engagement.
- Strong interpersonal skills, good judgment, and discretion, with the ability to build rapport with diverse constituencies and handle sensitive information.
- Ability to thrive in a fast-paced environment, with flexibility for non-traditional hours and a commitment to embodying and representing Zioness' values at all times.
- Familiarity with tools like Canva, NGP VAN/EveryAction, and social media platforms, with experience in developing and implementing creative strategies to attract and engage new constituencies.
- Willingness to travel regionally and nationally as needed to support organizational goals and engagement activities.

Compensation: This is a full-time, exempt position with a **salary range of $65,000-85,000**, commensurate with experience

This role includes fully covered health insurance, including vision and dental, and offers the flexibility to work from home anywhere within the contiguous United States. Employees receive ten days of discretionary paid vacation and six paid sick days annually, along with paid time off for federal and Jewish holidays. The benefits package also includes paid family leave, access to a 403(b) retirement plan, and a $1,000 annual technology stipend.

Equal Opportunity Employer: We are an equal opportunity employer and are committed to cultivating a team that reflects the rich diversity of the population we serve. We do not discriminate on the basis of race, color, national origin, religion, age, sexual orientation, gender identity or expression, marital or domestic partner status, veteran status, medical condition, mental or physical disability which would not prevent the performance of essential job duties without reasonable accommodation.