



Program Manager

Flexible Location

About Sacred Spaces:

Sacred Spaces is a fast-growing, two-year-old start-up that works to build healthy Jewish communities by partnering with Jewish institutions to prevent and respond to sexual abuse and other abuses of power.

As an organization, we are also committed to creating sacred spaces in our internal operations, fostering a workplace environment that models transparency and accountability with direct and regular feedback loops, clear goal-setting, and a culture of gratitude and improvement. We recognize that our work is possible because of the contributions of our incredible team and so we invest in their professional development, providing ample opportunities for on-the-ground learning, mentorship, and meaningful involvement in organizational decision-making. More information on our internal guiding principles can be found at: JewishSacredSpaces.org.

Sacred Spaces brings decades of expertise in sexual misconduct and offending, trauma-informed support for victims, legal compliance in areas of harassment and sex crimes, and the science behind creating behavioral change in large systems and organizations. Our team also brings a deep cultural understanding of faith communities, especially Jewish, having spent many years researching how offenders manipulate religious values to perpetrate abuse and how well-intentioned institutional leaders err in responding to allegations. As a result, the services and resources we provide include the highest quality recommendations in complicated and fraught areas and do so in a manner that is tailored to the unique needs and reality of Jewish communities.

Job Description and Responsibilities:

Sacred Spaces seeks a Program Manager to join a team that is supporting Jewish institutions to build the internal capacities, policies, procedures, and culture necessary to prevent and respond to abuse ethically and effectively; and developing and distributing resources for use by Jewish institutions, leaders, and organizations in the field. This position will be supervised by the Vice President of Programs.

Develop and Test New Policy Assessment Tools

The Program Manager will be the lead staff to manage a content-expert team on the development of an interactive, instructive, online organizational self-assessment and policy-development tool that would be integral to an accreditation system. The Manager will recruit and develop the support of a team of technical advisors to create a seamless digital platform. The platform aims to generate specific tools to depending on answers to assessment questions. After developing the tools, there will be a critical pilot

phase with a small cohort of organizations to ensure proper design, user experience, applicability and technical ease of use and then ultimately, creating final materials.

Research the viability of Sacred Spaces' Accreditation

There currently exists no entity or body providing accreditation specifically to Jewish institutions in this area. It is unclear whether the perceived interest in accreditation from activists and field professionals matches the reality of what Jewish organizations are ready and willing to undertake, and what a quality accreditation system can provide. The Program Manager will conduct research into the viability and mechanics of creating a system to accredit safe and respectful Jewish organizations. In the first phase of the work, the Program Manager will research the feasibility of an accreditation system for the Jewish community by surveying the American Jewish organizational landscape; speaking with potential end-users and other stakeholders; identifying similar accreditation systems in existence; and engaging in deep learning with other accrediting bodies about their business model, scope, infrastructure, successes, and challenges. The findings will be organized in a summary report of the findings and will inform continued development of this area.

Support Continued Development of Sacred Spaces Programs

As a member of the Program Team, the Program Manager will have an opportunity to be part of a team that is continuing to develop and expand our programming including Aleinu: Safeguarding our Children, cohort and individual institutions trainings, policy development, and case consultations. The Program Manager would be a key member of this team.

Qualifications and Skills of Ideal Candidate:

- 3-5 years in a professional work environment
- Ability to thrive in a start-up environment, where self-reliance, innovation, problem-solving and creative thinking are critical to success
- Preferred experience in abuse prevention and response
- Exceptionally organized and detail-oriented with the ability to manage multiple tasks and priorities
- Excellent verbal communication, writing, and editing
- Ability to work successfully, collaboratively, and diplomatically with partners and colleagues
- Knowledge of the field and North American Jewish community
- Strong time-management skills
- Ability to work remotely and collaboratively with partners
- Willingness to travel
- Commitment to Sacred Spaces' mission and approach

Annual salary range is \$50,000 - \$55,000. We provide a generous vacation and holiday package in a flexible work environment.

Application Process:

Please send an email with the subject "Program Manager" including resume and cover letter to Jobs@JewishSacredSpaces.org by February 7th. Due to high volume, only candidates selected for an interview will be contacted.

Sacred Spaces is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms Sacred Spaces' commitment to the principles of fair employment and the elimination of all discriminatory practices.