



Programs & Partnerships Manager, Early Childhood & Youth Initiatives

Established in the year 2000, Matan's mission is to guide, train, and support Jewish community leaders and educators to provide purposeful, enriching, and inclusive opportunities for people with disabilities and their families within the fabric of Jewish life. We envision a world in which all Jewish communities are stronger and more vibrant because people with and without disabilities share meaningful experiences throughout their lives.

RESPONSIBILITIES

Program Implementation & Management

- Implement program initiatives, ensuring adherence to timelines, expectations, and strategic priorities.
- Coordinate Matan's Institutes and other educator training programs, including scheduling, participant communication, and managing logistics.
- Deliver presentations and trainings directly to schools and partner organizations, and represent Matan through webinars, communities of practice, educator workshops, and ongoing relationship-building with partners.
- Serve as the primary point of contact for presenters and consultants - supporting slidedeck preparation, timelines, and materials distribution - while ensuring consistency and quality.
- Coordinate multi-partner initiatives, ensuring that timelines, communications, and deliverables are aligned.
- Monitor and evaluate program effectiveness and make recommendations for improvements.

Partnership Development & External Engagement

- Work directly with Matan's Executive Director to support initiatives in early childhood centers, congregational/religious schools, Jewish day schools, JCCs, camps, and other organizations serving children.
- Facilitate informational calls, introductory conversations, and proposal discussions with prospective organizational partners.
- Follow up with and maintain ongoing communication with schools and other educational partners, and support outreach efforts to expand Matan's work in Jewish educational settings.
- Communicate regularly with Matan's Executive Director to provide updates, solicit feedback, and address questions or concerns.



Curriculum & Resource Development

- Follow up with organizations using Matan's curricula to offer support, gather feedback, and identify new needs.
- Assist with curriculum updates, enhancements, and the development of new educational resources.

Organizational Culture & Values

- Contribute to a positive, high performing and collaborative work environment that encourages creativity, innovation, and continuous improvement.
- Ensure that all work reflects Matan's commitment to inclusion, accessibility, and the diverse needs of Jewish educational settings.

DESIRED SKILLS AND QUALIFICATIONS:

- Proven experience in program development and management, preferably within the nonprofit or education sector, including the ability to develop and execute detailed plans.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and the ability to effectively engage educators, school leaders, partners, and other stakeholders.
- Commitment to Matan's mission, with a passion for inclusive education and ensuring that all learners can fully participate in Jewish life.
- Bachelor's degree required with 5+ years of relevant experience. Master's degree in a related field preferred (e.g., special education, Jewish education, child development, social work, disability inclusion, etc.).
- Knowledge of Google Workspace, project management tools, and/or CRM platforms is a plus.
- Familiarity with early childhood centers, congregational/religious schools, and Jewish day schools.

ADDITIONAL REQUIREMENTS:

- Flexibility to work occasional evenings or weekends for Matan Institutes, school trainings, and program-related events.
- Willingness to travel locally or regionally for meetings, trainings, and school visits several times per year.
- Ability to manage multiple projects and adapt to changing priorities in a fast-paced environment.
- Comfortable presenting to groups and collaborating with consultants who also facilitate professional development training sessions.



WHY YOU WANT THIS JOB:

- You are passionate about disability inclusion, accessible learning, and strengthening Jewish educational settings.
- You have experience working in or alongside schools (ECE, congregational, or day school) and want to help educators build more inclusive classrooms and communities.
- You value a work culture that pairs high expectations and accountability with flexibility and genuine respect for work–life balance.
- You are energized by collaboration and enjoy being part of a creative, forward-thinking professional team.
- You're excited by the idea of helping Matan expand its reach and impact through high-quality programming, strong partnerships, and thoughtful resource development.

SALARY AND BENEFITS:

- Salary range: \$40-\$44 an hour for 24 hours per week (equivalent to \$50,000-\$55,000 annually).
- Flexible, remote work schedule Monday–Thursday (part-time, hourly, 24 hours/week) with occasional Fridays and weekends as needed.
- Opportunities for professional growth and potential to expand to a full time role in the future.
- Hourly rate within the range will reflect education and experience.

To apply: Please [click here](#) to submit your resume and cover letter.

If you need any accommodations to participate in the application or interview process, please let us know. We are committed to creating an accessible and equitable experience for all candidates.

Matan is committed to providing a workplace free from discrimination. Decisions related to hiring, compensating, training, evaluating performance, or terminating are made fairly, and we provide equal employment opportunities to all qualified candidates and employees. We base all our employment decisions on merit, job requirements and business needs.