



OPERATIONS + PROGRAM MANAGER

OVERVIEW

Trybal Gatherings, the leading provider of Jewish camp experiences for young adults, is seeking an enthusiastic, driven, and highly organized individual to provide operational, programmatic, and administrative support in one of the most innovative entrepreneurial ventures in Jewish millennial engagement.

The ideal candidate is an experienced operations and event coordinator who's passionate about immersive experiences. Excited to elevate the landscape of Jewish millennial engagement, the ideal candidate is goal-oriented and a highly collaborative teammate with exceptional organization skills and a warm personality.

ABOUT YOU

When someone asks how you describe yourself, the first word that flies out of your mouth is "fun!" but then you realize that you also have a serious side. You often think, "I have a great idea..." and then you actually do it. You have a friendly voice that people love hearing from and are a master of spreadsheets that teams love working with. You have a penchant for hospitality and helping people feel part of something bigger than themselves. You have a deep, holistic understanding of event planning and production, and love being part of a values-based Jewish community. Additionally, you are (or have):

- Exceptionally organized and detailed-oriented.
- An Excel expert and Google Sheets guru. Comfortable managing multiple spreadsheets simultaneously. You're the person people reach out to for help with their docs.
- Meticulous attention to detail. Demonstrable track record of efficiently prioritizing tasks and juggling multiple projects effectively.
- Strong written and verbal skills are a must, but you're also a great listener.
- Possess a strong work ethic, sense of integrity, and an abundance of patience. Comfortable problem-solving on the fly and keeping calm under pressure.
- Proficient at creating content, managing data, and organizing events on multiple platforms, including Eventbrite, Google Suite, SurveyMonkey, and email clients. CRM experience is preferred.
- Comfortable working independently in a remote environment.
- Connected to millennial culture and the events scene (or willing to get out there and learn).
- A dynamic team player and quickly learn new skills along the way.



CORE RESPONSIBILITIES

Camp + Event Planning

- Help with the development and implementation of vanguard experiences nationally, including camps and events year-round.
- You will be the first one on site and the last one to leave after striking the set, ensuring every aspect of the experience upheld expectations. Approximately 20% of this role is on-site at our experiences.
- Coordinate with partner organizations, sponsors, and venues to create a seamless community experience.
- Manage registration data and, when needed, communicate directly with participants to answer questions and prepare them for the experience.
- Support recruitment/leads for new participants, alumni, and staff.
- Organize data with Hubspot CRM (you will receive training) and our email platform.

Project Management

- Serve as a bridge between the operations and program teams to support all aspects of programs, from idea to implementation.
- Provide direct operational, programmatic, and administrative support at camps and events.
- Manage complex logistics and scheduling to ensure smooth experiences on the ground.
- Communicate regularly with venues, contractors, staff, partners, and sponsors nationally throughout the entire planning process, leading up to and on-site at events to ensure that everyone involved has what they need to be successful.
- Support administrative tasks and pre- and post- event logistics, including payments, contracts, inventory, travel, and data as needed.

Partnership Management + Program Operations

- Cultivate new corporate sponsors and manage relationships with existing brands and partners.
- Serve as a liaison with organizational partners, helping manage collaborative projects.
- Coordinate with board members, donors, and VIPs as needed to prepare for meetings and site visits.
- Contribute meaningfully to programmatic ideation, including proposing creative elements for camp experiences, events, and other initiatives to distinguish programmatic excellence.
- Support the design and hosting of creative events throughout the year. Serve in a senior leadership role at Trybal's camps, helping bring the vision to life.



POSITION DETAILS

- This position will report to the Sr. Operations Director and work closely with the operations & program teams.
- This is a primarily remote position. Candidates in Trybal's core cities (Boston, New York, Chicago, Atlanta, Los Angeles) are preferred, but not required.
- This position will be in person, typically onsite, for 20% of the year. Regular travel between Trybal's partnership cities and availability to be onsite at camps is required, including representing Trybal throughout communities in which we work.
- Salary range \$56-\$63K, dependent on experience; flexible vacation policy, paid parental leave, professional development stipend, healthcare & retirement benefits available.
- Ideal start date in early June 2023. Flexible work arrangements are possible for summer 2023.
- All Trybal staff and employees must be fully vaccinated and proof of vaccination status will be required.

To apply: Please submit a resume and cover letter to jobs@trybalgatherings.com. Please include "Operations + Program Manager" in the subject line of the email. Applications are reviewed on a rolling basis; early application is encouraged.

