



## PROGRAM MANAGER

### OVERVIEW

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

The ideal candidate is an experienced project manager 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

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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 with meticulous attention to detail.
- Experienced in managing and delivering goal-oriented programs.
- Experienced in managing cohorts and building teams.
- 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.
- Creative and resourceful problem solver. Comfortable troubleshooting on the fly and keeping calm under pressure.
- Possess a strong work ethic, high emotional intelligence, and sense of integrity.
- Competent with Google Sheets and Excel, as well as proficient at creating content, managing data, and organizing events on multiple platforms, including Regfox, Google Suite, SurveyMonkey, Emma and Canva. CRM and graphic design experience are preferred.
- Conduct analytics and present compelling presentations based on data.
- Able to work independently in a remote environment.
- Must travel and work on-site to deliver programs.
- Connected to millennial culture and up-and-coming trends in the events scene
- A dynamic team player and can quickly learn new skills along the way.



## CORE RESPONSIBILITIES

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### **Trybal Ambassadors (35%)**

- Manage Trybal's regional Ambassador programs, supporting the design, development, and implementation of peer-led experiences across hub cities, including cohorts in Boston, New York, and Los Angeles.
- Oversee the recruitment, selection, and training of each year-long cohort.
- Lead monthly coaching sessions to help Ambassadors realize their leadership potential, inspire creative program design, and sharpen their event planning skills.
- Manage regional program budgets, track expenses and event metrics, and design monthly email digests to support outreach.
- Guide collaborations with local partners.

### **Program Operations & Special Projects (30%)**

- Serve as a bridge between the program and operations teams to support all aspects of programs, from idea to implementation.
- Oversee the program management of special projects, both leading up to the programs and onsite.
- Contribute meaningfully to programmatic ideation, including proposing creative elements for camp experiences, events, and other initiatives to distinguish programmatic excellence.
- Stay one step ahead to ensure the small details come together with the big picture, so that the experience upholds expectations, stays organized, and progresses on time.
- Communicate regularly with staff, partner organizations, venues, and sponsors throughout the entire planning process, leading up to and on-site at events so that everyone involved has what they need to be successful.
- Support administrative tasks and logistics, including contracts, supplies, inventory, and coordinating travel.
- Assist with registration when needed, communicating directly with participants via email and phone and staff to answer questions.

### **Project Management (35%)**

- Serve as a liaison with organizational partners, helping manage collaborative projects.
- Track and organize information leading up to experiences to ensure smooth experiences.
- Propose opportunities for innovation and experimentation throughout the organization.
- Collaborate with cross-functional teams and organizational partners to assist in planning experiences
- Manage complex logistics and scheduling to ensure smooth experiences on the ground.
- Support recruitment/leads for new participants, alumni, and staff.
- Serve in a senior leadership role at Trybal's camps, helping with all aspects of the design and implementation of the experience.
- Organize data with our CRM (you will receive training).



## POSITION DETAILS

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- This position will report to the Program Director and work closely with the operations & program teams.
- This is a primarily remote position. Candidates in Trybal’s hub cities (Boston, New York, Los Angeles) are strongly preferred.
- Must be available to travel and work on location.
- Salary range is \$65-75K based on experience
- Minimum of five years’ experience, BA/BS degree required, MA preferred.
- Flexible vacation policy, professional development stipend, healthcare & retirement benefits available.
- Must have a valid driver's license and be able to lift up to 35 pounds and stand for several hours at a time.
- 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](mailto:jobs@trybalgatherings.com). Please include “Program Manager” in the subject line of the email. Applications are reviewed on a rolling basis; early application is encouraged.

