



# Talmud Torah of St. Paul

## Director of Hineni

Job Type/Schedule: 50 – 75% (0.50 – 0.75 FTE), year-round

Start Date: Spring/Summer 2022

### Organization Description

Talmud Torah of St. Paul (TTSP) has been the central address for Jewish education in St. Paul since 1956. Our mission is to create life-long learners, passionate about Jewish tradition, committed to Jewish community and devoted to the well-being of all people. We are deeply committed to nurturing in students of all ages a life-long love of learning, pride in their Jewish identity, belief in themselves, and an understanding of their responsibility as citizens of the world. Within an accepting and egalitarian environment, we encourage each student to grow, guided by a strong sense of Jewish values and traditions.

TTSP is comprised of these educational programs:

- The Newman School: Jewish day school for Kindergarten – Grade 5
- Afternoon School and Midrasha: supplementary Jewish education for Grades 2-12
- Hineni: adult Jewish learning and contemplative practices

**Hineni** believes that engaging with Jewish teachings and practices  
challenges the mind  
inspires the imagination  
touches the soul

enriching individuals, communities, and the world.

Wherever you stand in relation to Jewish tradition, you are invited to join Hineni's dedicated instructors as together you explore the richness of Judaism and the sacred within and around us.

Hineni offers an array of adult Jewish learning opportunities and contemplative practice experiences, many in collaboration with Twin Cities area synagogues and agencies.

### Job Description

#### Position Overview

Hineni at the Talmud Torah of St. Paul – a robust trans-denominational, bi-cities adult Jewish learning community – seeks a director. Under the supervision of the Executive Director, the Director of Hineni plans and implements programs for adults.

#### Primary Responsibilities

- Plan, implement, manage, and evaluate Hineni classes and programs
- Set and support norms of high-quality learning, creating communities of learners, accessible and inclusive learning spaces, honoring differences of all sorts - including political views
- Bring Hineni teachers together periodically to review Hineni norms, create a sense of collegiality, and share ideas about teaching adults
- Meet/work with synagogue and Jewish agency heads to consider possible points of collaboration
- With the TTSP administrative staff, create/manage Hineni publicity, Hineni's website presence, registration for classes and events, and payment to teachers
- Attend some Hineni classes and communicate with teachers about your observations

Talmud Torah of St. Paul

Marjorie Smith Hofman Educational Building | 768 Hamline Ave. S. | St. Paul, MN 55116

ttsp.org | (651)698-8807 | info@ttsp.org

*A beneficiary agency of the St. Paul Jewish Federation*



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- Communicate with the TTSP Executive Director
- Work with Hineni Advisory Committee on programming, fundraising, and use the committee as a sounding board for directions that Hineni might take
- Teach classes (if desired)
- Attend TTSP Board meetings and submit Board reports prior to meetings
- Coordinate and assist with TTSP's fundraising efforts, including the TTSP annual campaign

Other duties may be assigned as needed and appropriate.

## Qualifications

### Required:

- Strong general Jewish knowledge
- Background in Jewish contemplative practices
- At least two years of experience planning and implementing adult Jewish learning programs
- Experience supervising teachers
- Strong communication skills
- Ability to build relationships
- A welcoming personality

### Preferred:

- Degree in Jewish studies, Jewish education, and/or rabbinic ordination
- Participation in a cohort program of the Institute for Jewish Spirituality
- Knowledge of the Hebrew language
- Ability to teach adults
- Familiarity with email marketing and Zoom video conferencing

TTSP recognizes that individuals may bring a unique set of skills and experiences to this role. The above list represents the qualities we think will make someone successful at this position, but we encourage you to apply if you think you would be a good fit for our program!

## Additional Information

Applicants must pass a criminal background check prior to beginning employment with TTSP.

TTSP offers a competitive compensation package including:

- Salary Range: \$60,000 - \$80,000
- Medical insurance (TTSP covers 80% of the premium)
- 403(b) retirement savings program
- Life insurance, fully paid for by TTSP
- Tuition reduction if you or your children attend one of our educational programs
- Generous paid time off (separate sick leave, 3 personal days, 8 secular holidays, up to 14.5 days off for Jewish holidays annually)

TTSP is an equal opportunity and affirmative action employer. We are committed to assembling a diverse and inclusive workforce. BIPOC, individuals with disabilities, LGBTQIA+ people, and veterans are encouraged to apply.

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# Talmud Torah of St. Paul

TTSP will not discriminate against any employee or applicant because of race, color, creed, religion, national origin, sex, sexual orientation, gender identity, gender expression, disability, age, marital status, or status with regard to public assistance. With respect to religion and creed, as permitted by law, TTSP has the right to exercise discretion in employment decisions and to employ persons who share and are committed to the values and mission of TTSP and/or, as permitted by law, who are Jewish.

## How to Apply

Please send **all the materials below** to [employment@ttsp.org](mailto:employment@ttsp.org). Incomplete applications will not be considered.

- Resume
- Cover letter addressed to Sho Garland answering these questions:
  - What excites you about this role and working at TTSP/Hineni?
  - What skills do you bring to this role that will strengthen our program?
  - What ideas/vision do you have for moving Hineni forward?
- Proof of COVID-19 vaccination, including booster shots (if eligible) OR proof of medical exemption
- Highlights of past programming you've created or led
- 3 professional references that could include:
  - a supervisee
  - a participant or students in a program you've run or class you've taught
  - a colleague or peer
  - a supervisor or teacher from a program you were enrolled in within the last five years

*NOTE: TTSP will not contact your references without notifying you beforehand.*