

Foundation for Jewish Camp
FJC Fellowship Cohort 3: 2023-2025 Job Description



ABOUT THE FELLOWSHIP

The FJC Fellowship is a paid, 21-month fellowship for recent college graduates seeking professional opportunities in the field of Jewish Camp. Fellows spend the academic year working full-time at Foundation for Jewish Camp. Each Fellow will work in a different department at FJC, providing valuable support for national field initiatives, large-scale FJC programs, and organizational operations. Fellows will be supervised by senior FJC professionals, attend key meetings and events, and be exposed to the inner workings of a national non-profit organization. Individually and as a cohort, Fellows will have access to professional development opportunities and mentorship from Jewish camp professionals. Fellows spend the summer working in a leadership role at a Jewish overnight or day camp.

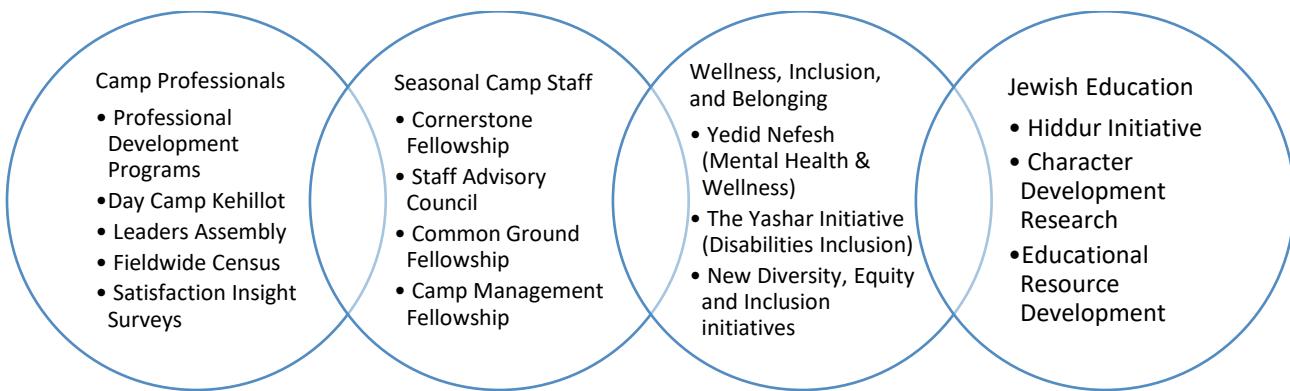
As an FJC Fellow you will be a member of FJC's program team and will report to a Director or Senior Program Manager. FJC Fellowship positions are currently based in New York at FJC's headquarters office and require a minimum of 3 days/week in the office. Depending on future COVID-19 protocols and restrictions on travel and in-person gatherings, this position may require travel for events and conferences.

ABOUT THE POSITION

The FJC Fellows will work in the following program areas:

- 1) Day Camp: Campers, Staff & Families
- 2) Staff Engagement and Jewish Education
- 3) Wellness, Inclusion, and Belonging

While each Fellow will have a distinct portfolio of work, based on their unique skills and interest areas, all Fellows have responsibility for supporting a variety of leadership, educational and inclusion programs, for day and overnight camp staff and professionals, and the research, marketing and development efforts that enable those initiatives. These are the types of field wide programs you can anticipate working on throughout the Fellowship:



More information about each of these programs can be found at www.jewishcamp.org.

YOUR WORK WILL FOCUS ON

- Communication with camps, program participants, and faculty regarding programming and logistics
- Oversight of application processes, evaluations, contracts, and invoices for FJC programs
- Distributing grants and professional development funding to participants
- Contributing to the development and curation of resources for the field
- Facilitating educational activities, focus groups, or other activities at FJC in-person and virtual programs

- Evaluation data organization and analysis
- Contributing to the development and implementation of large-scale FJC initiatives like Leaders Assembly

WHO YOU ARE

- You are self-motivated with excellent organizational, project, and time management skills. You can prioritize a diverse and demanding workload, set attainable expectations, and follow through.
- You are creative, solution-oriented, and good at knowing which questions to ask.
- You have clear written and oral communication skills, and strong computer skills with proficiency in Microsoft Excel, Word, and Zoom.
- You have a positive attitude and approach your work with curiosity, humor, and a growth mindset.
- You enjoy working in a collaborative team environment, have excellent interpersonal skills, and actively engage colleagues in your work and support their efforts.
- You take a customer-focused approach to working with all stakeholders.
- You are self-aware and understand that everyone has strengths and limitations. You speak up when you need additional support and react with empathy when others do the same.

YOU ALSO BRING

- Experience with creating and/or leading experiential educational programming.
- At least one summer of employment at a Jewish non-profit day or overnight camp (preferred).

WHO WE ARE

The key to the Jewish future is Jewish camp. We know from research—and nearly two decades' experience—that this is where young people find Jewish role models and create enduring Jewish friendships. It's where they forge a vital, lifelong connection to their essential Jewishness. The Foundation for Jewish Camp (FJC) is the central address and advocacy group that helps create transformative summer experiences for young people—ensuring the Jewish future. Founded in 1998, we are a catalyst for change throughout the field, providing leadership, financial, and educational resources to nonprofit Jewish summer camps, campers, and their families across North America. FJC has grown to work with approximately 300 day and overnight camps, and each summer we serve more than 180,000 youth, teens, and young adults across North America. FJC's work is guided by six values: agility, community-mindedness, excellence, imagination, joy, and social responsibility.

At FJC, we value diversity and equal opportunity. We are committed to building a team representative of a variety of backgrounds, experiences, perspectives, and skills. We know that the more inclusive we are, the better our work – and our world – will be. We strongly encourage people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

COMPENSATION DETAILS

Fellows receive an annual prorated salary of \$50,000. FJC offers a comprehensive benefits package, including: medical, dental, and vision coverage; a company-paid Group Medical Bridge plan that provides additional out-of-pocket coverage for a variety of medical services; an Employee Assistance Program, which includes robust and varied mental health and wellness resources; commuter benefit; Flexible Spending Account; 401K plan; 12 days paid vacation annually in year one; paid parental leave; early closure on Friday afternoons and major holiday eves; and office closure for all major Jewish and secular holidays.

Fellows are compensated annually by FJC and will not earn additional compensation from their home camp for summer 2024. Fellows are responsible for their own housing arrangements.

TO APPLY www.jewishcamp.org/fjcfellowship

Foundation for Jewish Camp is an equal opportunity employer.