



March of the Living Toronto Director

Canada Israel Experience is looking to hire a full-time Director for the March of the Living Toronto High School program. The successful candidate will be responsible for planning all pre-trip components including facilitating an extensive curriculum, leading Shabbaton weekends, student and chaperone recruitment, and overseeing all logistics and financial reconciliations. Under the leadership of the National Director of March of the Living Canada, the candidate will coordinate and facilitate all aspects of the two-week program on the ground in Poland and Israel.

This powerful program aims to provide an unforgettable and meaningful experience that will inspire youth to become active members of the community in the capacity of Holocaust education, remembrance and human rights advocacy. This fulfilling position will make a lasting impact on the future of Holocaust education and in the Toronto Jewish community.

The Director is also responsible for post-trip follow up and facilitating programs and connections to help the participants become involved in the community. The position involves a flexible work schedule with some evenings and weekends required. 2018 March of The Living Trip Dates: April 9-23

RESPONSIBILITIES:

Marketing and Recruitment:

- Work with designer to create marketing materials and manage print and online advertisements
- Distribute marketing materials
- Scheduling of information sessions for prospective participants and their parents
- Active recruitment of participants through visiting schools, parlour meeting

Pre-programming:

- Recruitment of madrichim team and Holocaust survivors
- Schedule, organization and execution of all pre-trip seminars and group meetings for participants
- Schedule, organization and execution of all pre-trip staff meetings with chair and madrichim
- Organization of Toronto MOL student Shabbaton (weekends in January/February)
- Logistical responsibilities such as arranging an appropriate venue, transportation, food, etc.
- Liaising with educators and madrichim to create and implement an effective curriculum
- Develop creative student driven projects
- Work with MOL participants on their role in Canadian and International ceremonies
- Responsible for screening and interviewing all potential participants



Logistics and Administration:

- Serve as main contact with CIE National MOL and represent Toronto where appropriate to International March of the Living (IMOL)
- Must be available to travel periodically for operations meetings with other North American contingents
- Responsible for working with National MOL, IMOL and other land providers to arrange flight and accommodations for the group
- Liaise with CIE National and Israel staff to create a meaningful itinerary for both Poland and Israel
- Maintain constant communication with participants and their parents regarding pre-trip preparation

Two Week Program in Poland and Israel

- Supervise participants and madrichim to ensure safe and meaningful experience
- Responsible to deal with any issues that arise (e.g. medical, programming, logistical)
- Plan and execute educational programming in Poland and Israel along with CIE staff and educators
- Ensure madrichim's effective interaction and supervision of participants
- Communicate with parents and Toronto office as necessary
- Responsible for communication with parents/Toronto community via photographs and blogs, etc.

Post-programming:

- Develop, plan and execute an extensive post-programming plan for MOL alumni
- Liaise and interact individually and in small groups with MOL alumni to help grow and develop personal connections to the community
- Actively encourage, promote and attend post-programming activities with MOL alumni
- Oversee and assist madrichim in the implementation of post programming
- Work with other departments of CIE on broader community post programming initiatives

Reporting and Relationships

The position will report to and be supervised by the Vice President of CIE, the National and Associate National Director of the March of the Living Canada and the Director of Operations for CIE. Additional tasks may be assigned.





QUALIFICATIONS

- Experience in education and leadership of teenagers/young adults (preferably in a Jewish setting)
- Ability to develop and facilitate group programs
- Extremely strong organizational and multi-tasking skills
- Experience managing volunteers and administrative support staff
- Demonstrated involvement in the Jewish community
- Demonstrated involvement in Holocaust awareness and education initiatives
- Strong communication and mediation skills
- Solid Jewish and Holocaust educational background
- Strong interpersonal skills
- Ability to work non-traditional hours and evening/weekend availability
- Ability to work with lay leaders in Toronto and nationally
- Must be a team player

About us:

The March of the Living is a two-week educational program for high school students, adults and young adults to travel to Poland and Israel to learn about the darkest and brightest chapters in Jewish History. Since established 1996, Canada Israel Experience upholds a tradition of excellence in providing the highest standards of education, logistics, and safety. CIE programs include but not limited to Birthright Israel, March of the Living Canada, March of Remembrance and Hope, Canadian school and camp travel initiatives.

CIE is a department of Jewish Federations Canada-UJA and is generously supported by local federations across Canada and the Education Department of the Jewish Agency for Israel.

Submit resume and cover letter quoting REF # CIE 318 to jobsearch@canadaisraelexperience.com by Dec. 4, 2017.

We thank all applicants for their interest, however; only those applicants invited for an interview will be contacted.