How to submit an
ARJE Search Application

Should you want guidance from the ARJE beyond the resources available on our website, please contact srigler@reformeducators.org to be connected with a veteran educator/job search mentor who can assist you. After reviewing the resources, please submit the (2)documents described below to srigler@reformeducators.org

Congregations need to be members of the URJ to submit an application.

PDF (1:) A Job Posting for the position in PDF format

Prior to sending this job posting, use this checklist for your job posting

- ☐ **Job summary**: What will the focus of the candidate's work be, and what are the core areas of responsibility? **IMPORTANT:** Do not create an exhaustive list of the job responsibilities, frame the opportunities for the position and core areas of responsibility. Frame the description to make it desirable. In order to attract a broad pool of potential candidates, referencing "other duties as assigned", "carpool" or "maintain accurate records" do not belong in a job summary.
- ☐ **Statistics:** How many learners, instructors, assistants, staff, how many members in the organization, what is the budget (organizational and program) that is being managed, etc.
- ☐ **Team**: Who will they report to? Who and how many people do they supervise? What support do they have? What is the benefit of working in your community? Please list the relevant staff.
- ☐ **Hours and Location**: How many hours a week? List hours if they are not traditional work hours and include opportunities for flexibility in hours. Include any opportunity to do remote work.
- ☐ **Salary**
- ☐ **Desired Qualifications**(skills not personality): We recommend you indicate the qualifications are desired but not required to attract the best potential candidate. Our strong recommendation is to prioritize your top skills, NOT create a lengthy list. Avoid subjective attributes.
- ☐ **Previous experience**: be simple and clear on the essential requirements, and ensure that you are as inclusive as possible. Think about the actual experience necessary to do the job, rather than where past candidates have come from.
- ☐ **Statement of Equal Opportunity** (and check that your application reflects these values)
- ☐ **How to apply for the position**

PDF (2): The ARJE Supplemental Information (***see below***, resave the completed pages as a PDF. You may delete this instruction page or format in a more attractive way.)

ARJE DOES NOT Post jobs that require ordination. For clergy educators' information, see here.

ARJE Supplementary Job Information Form

This application is intended to supplement your job posting to help ARJE educators understand how your job is in line with the values of ARJE and the Reform Movement and represents best practices in the field. **This form MAY NOT be shared on any job posting sites or with any other organizations.**

The Basics

Name of your Organization:

City/State: Date of Application Submission:

Vision for Jewish Education

Please answer the following questions about the vision your institution has for Jewish education so that the applicant has a strong sense of who you are as an institution and what you value.

1. What is the vision and mission of the educational program at your institution?

2. What values are most important to your educational program?

3. Project 2-3 years in the future–what does the education program look like at your institution?

About the Institution

Please fill out the following as thoroughly as possible:

A brief description of your organization including your affiliation with the Reform movement and the population you serve:

Describe the workplace environment/culture:

How does your organization support professional development and ARJE membership?
Note: It is the standard in the ARJE to commit to paying employees ARJE membership and annual gathering costs. These should not be lumped into a sum for employee discretion.

What are some important numbers about the people you serve, the number of learners in the community, staff, help the candidate understand the institution's impact by the numbers.

Employment Benefits

Share the full benefits package in addition to the salary listed on the job description and how you support your employees. These benefits help candidates assess the workplace environment and overall financial compensation.

Healthcare Benefits Include:

Medical: (What percentage and who is covered):

Mental Health (What percentage and who is covered):

Dental (What percentage and who is covered):

Vision (What percentage and who is covered):

Care for Employees:

Vacation time/PTO (Number of days):

Paid family leave and sick time (How long):

Short and long term disability:

Retirement benefits (what percentage is contributed by employer):

It is the standard in the ARJE to offer 15% pension to the RPB and disability insurance.
Life insurance:

Free or discounted membership or tuition:

Sabbatical:

Other benefits or information to share with candidates about how you support your employees:

Commitments to Safe, Respectful, and Equitable Workplace Environment

The ARJE is committed to Safe, Respectful, and Equitable work environments and promoting those organizations that share the same values. Resources for this work can be found on our website and are hyperlinked below. Please describe your current or future plans for each of these items:

1. **Non Discrimination and Anti-Bias Work:** (Resources can at Reform Pay Equity Initiative) Our search committee and/or professional involved has participated in these training(s) or used these resources to ensure a process that works against discrimination and bias:
Yes ☐ **No** ☐ **In Process** ☐

2. **Healthy and Safe Workplace Training:** Our organization ensures a healthy and safe work environment for employees by requiring employees and/or lay leaders to participate in these trainings: **Yes** ☐ **No** ☐ **In Process** ☐

3. Are you a member of the Safety, Respect, and Equity Network? **Yes** ☐ **No** ☐ **In Process** ☐

4. Do you have an ethics code? **Yes** ☐ **No** ☐ **In Process** ☐

5. **Child abuse prevention:** Our organization eensures the safety of children and prevention of child abuse by requiring these trainings and background checks for employees and/or volunteers: **Yes** ☐ **No** ☐ **In Process** ☐

6. Are you a part of the Aleinu campaign, have worked with the Center for Hope or other local agencies to develop a blueprint and policies around child safety? **Yes** ☐ **No** ☐ **In Process** ☐

FINAL INFORMATION: WE will post this form with a small image. Please also send your logo (small resolution) or a picture that represents the position.