



**NCSY Canada is Hiring!**

**Job Title: Director of Operations – SPARKS**

**Location:** Toronto Area (GTA)

**Employment Type:** Open to Part Time or Full Time

**Term:** 2026-2027 Program year

### **SPARKS Overview**

SPARKS is a dynamic Jewish youth initiative that engages teens and families across the GTA through inspiring educational, social, leadership, and community programming.

### **Position Overview**

The **Director of Operations – SPARKS** is a key leadership role responsible for the operational excellence, growth, and day to day execution of SPARKS programming across the GTA.

This role oversees weekly programming and major events for SPARKS Girls (4G), SPARKS Boys (4B), Parents and SPARKS Juniors, ensuring programs are engaging, well-organized, and impactful for teens and families alike.

In addition to operational leadership, this position serves as the Director of SPARKS Israel Summer Programs, guiding recruitment efforts and supporting families throughout the Israel summer program journey.

The ideal candidate is highly organized, relationship-oriented, proactive, and passionate about Jewish teen engagement. They thrive in fast-paced environments, enjoy balancing logistics with people-focused work, and are excited to help build exceptional teen experiences.

### **Key Responsibilities**

#### **SPARKS Program Leadership**

- Help with planning and oversight of all weekly SPARKS programming and events
- Help shape and implement strategic program initiatives and engagement goals
- Ensure programs are engaging, well-executed, and aligned with SPARKS values and standards
- Track participation, engagement, and program impact metrics
- Continuously evaluate and strengthen program quality and teen experience
- Attend and actively participate in programs, events, and retreats, including evenings, weekends, and occasional travel
- Meet regularly with staff and leadership to support collaboration, planning, and accountability



## **Operations & Logistics Management**

Oversee the operational execution of programming across SPARKS Girls, Boys, Parents and Juniors, including:

- Event planning and coordination
- Registration and attendance tracking
- Transportation logistics
- Venue coordination and setup
- Supplies, materials, and food logistics
- Administrative tracking and documentation

## **Qualifications**

- Deep understanding of Torah values, traditions, and community life
- Experience in youth engagement, program coordination, experiential education, or operations management
- Exceptional organizational and project management skills
- Strong interpersonal and communication abilities
- Ability to think strategically while executing operational details effectively
- Self-motivated, proactive, and adaptable in a dynamic environment
- Passion for teen engagement and relationship-based education
- Creative, entrepreneurial mindset with a focus on impact and growth

## **Why This Role Matters**

This is more than an operations role. The Director of Operations – SPARKS helps create the systems, structure, and experiences that allow Jewish teens to feel connected, inspired, and empowered. The right candidate will help ensure that every SPARKS interaction is not simply an event—but part of a meaningful journey of identity, belonging, leadership, and growth.

## **The Details**

- Open to both part-time and full-time candidates
- Hybrid role based in Thornhill, with travel to programs and events across the GTA
- Compensation commensurate with experience
- Paid Jewish holidays
- Short Fridays to accommodate Shabbat observance

## **Apply**

Email your resume to: [ncsycahr@ncsy.org](mailto:ncsycahr@ncsy.org) Subject line: **Director SPARKS**