



**NCSY Canada is Hiring!**  
**Program Coordinator (Kiruv-Focused) – Part Time/ Full Time**  
**September 2026- June 2027**

Greater Toronto Area | Hybrid | Travel Required

### **About NCSY Canada & Torah High**

NCSY Canada is dedicated to inspiring Jewish teens to connect deeply with their identity, their people, and their Torah. Through dynamic programming—Shabbatons, clubs, trips, learning initiatives, and one-on-one relationships—we create life-changing experiences for thousands of teens across the region.

Torah High provides accredited Jewish studies education to public school students, offering them the opportunity to earn credits while engaging meaningfully with Torah learning in a relevant, real-world way.

At our core, we believe something simple but powerful: **inspiration changes lives**. A moment of connection can shape a trajectory. A relationship can open a door. Our work is to create those moments—and then build systems that multiply them across every program, every school, and every student.

### **Role Overview**

The Program Coordinator plays a key role in building meaningful relationships with Jewish teens while supporting the development and execution of impactful NCSY programming.

This role combines hands-on program leadership with relationship-building (“kiruv”), helping teens strengthen their Jewish identity, deepen connections, and engage in transformative experiences.

Through both direct engagement and program excellence, the Program Coordinator contributes to expanding NCSY’s reach and impact across the community.

### **Key Responsibilities**

#### **Teen Engagement & Relationship Building**

- Build authentic, ongoing relationships with Jewish teens across schools and programs
- Serve as a positive Jewish role model and mentor
- Create welcoming, inclusive environments for teens of all backgrounds
- Maintain appropriate communication with teens and, where relevant, parents

#### **Program Planning & Execution**

- Support the planning, coordination, and execution of NCSY programs including:
  - Weekly clubs and events
  - Shabbatons and retreats
  - Summer and special programs
- Play an active, hands-on role during programs (facilitation, logistics, engagement)
- Contribute ideas to enhance program creativity, relevance, and impact

#### **Program Excellence & Growth**

- Track participation, engagement, and program outcomes
- Support continuous improvement through feedback and reflection



- Contribute to increasing student reach and strengthening program quality

#### **Operations & Administration**

- Complete administrative responsibilities accurately and on time (attendance tracking, expenses, data entry)
- Support logistical coordination including scheduling, materials, and communications
- Collaborate with team members and leadership to ensure smooth program delivery

#### **Team & Organizational Contribution**

- Act as a role model by upholding NCSY's values, policies, and professional standards
- Participate in team meetings, training, and professional development
- Share insights, successes, and opportunities for growth with leadership

#### **Additional Expectations**

- Attend programs and events, including evenings, weekends, and occasional travel
- Teach Torah High classes, as assigned
- Work from office or designated workspace, as required
- Support additional initiatives as needed

#### **Who You Are:**

- Passion for Jewish youth engagement and education
- Strong interpersonal and relationship-building skills
- Organized, proactive, and adaptable
- Comfortable working evenings/weekends

#### **Why Join NCSY Canada?**

- Make a real impact in teens' lives
- Be part of a mission-driven, values-aligned team
- Grow as a leader, educator, and mentor
- Experience meaningful Jewish community and connection

#### **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: **KIRUV**