



PROGRAM AND OPERATIONS COORDINATOR

Salary: \$40,000-\$50,000

Location: Denver, Colorado

POSITION PURPOSE: BaMidbar is seeking a full-time Program & Operations Coordinator to support smooth organizational operations and all aspects of program coordination and implementation. As an integral team member of a young and growing organization, the Program & Operations Coordinator will provide on-the-ground logistical support for summer wilderness therapy programs, and will help the organization build capacity to grow and scale professional development programs and pilot new initiatives around mental health prevention and education.

CORE RESPONSIBILITIES:

Wilderness Therapy Programs (50%):

- Oversee pre-summer logistical requirements including permitting, route mapping, food, gear purchasing, operations, site rental, and site management
- Provide on-sight logistical, operations, and program support for BaMidbar's wilderness therapy programs and oversee basecamp operations
- Support development of program material (recruitment material, curriculum, schedules, training materials, activities, policies and procedures, etc.) that allow BaMidbar to effectively implement program model
- Support recruitment and hiring of seasonal staff, including field guides and program support staff for summer wilderness therapy programs
- Support pre-program and ongoing staff training for wilderness therapy programs
- Oversee and execute BaMidbar's on-call system for wilderness therapy programs, maintaining a culture of safety in the field
- Oversee administrative functions for wilderness therapy programs, including management of student registration, paperwork, invoicing, travel arrangements, etc.

Prevention & Education Programs (35%):

- Oversee all program logistical needs, including participant registration and communication, site rentals for retreats and workshops, coordination of catering, supplies, invoicing, transportation, and other operational needs
- Serve as tech lead for virtual programs and co-facilitate programs as needed
- Manage the execution of the day to day functions of BaMidbar's prevention and education programs, including daily, weekly, and monthly program calendars

Administrative Support (15%):

- Coordinate office tasks related to opening and processing mail
- Maintain donor database, including entering donations, preparing reports, and sending donor acknowledgement letters
- Assist with other administrative tasks as needed

YOU ARE:

- Ruthlessly organized with a high attention to detail
- Someone with an entrepreneurial spirit, who loves creatively solving problems, navigating obstacles, and going with the flow
- A hands on team player who brings enthusiasm, a sense of humor, openness, and a strong work ethic

NEED TO HAVE'S



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- Passion for BaMidbar's mission and vision.
- Exceptional written and verbal communication skills
- Open, inclusive, and team-oriented work style
- Strong time management skills, with ability to work independently and juggle multiple tasks
- Understanding of Jewish culture, values and cycles, and if not fully understood, a willingness to learn and an appreciation for the cultural aspects of the program

NICE TO HAVE'S

- Familiarity with wilderness therapy / outdoor education programs
- Familiarity with therapeutic programs
- Backcountry trip leading experience
- Understanding of backcountry logistical systems including food, gear, route planning, etc.
- Proficiency with CRM's, database management, and data entry

BaMidbar strongly encourages people with diverse backgrounds and identities - including women, people of color, LGBTQIA people, people with disabilities, and Sephardic and Mizrahi Jews - to apply. Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the qualifications. We encourage you to break that statistic.

COMPENSATION AND BENEFITS

- Salary: \$40,000-\$50,000 DOE
- BaMidbar uses a tier-based salary structure as a way to level the playing field in salary negotiations, especially for women, people of color, and others who have historically made less money for equal work. Salaries and benefits are predefined based upon objective factors such as role, experience, and education.
- BaMidbar has a carefully detailed benefits structure including health insurance premium reimbursement, matching retirement plan, parental leave, technology allowance, flexible schedule, open vacation policy, Jewish and federal holidays off, and professional development stipend. Full benefits information will be provided upon request.

LOCATION & OTHER DETAILS

- **Position Type:** Full-time, year-round, exempt
- **Reports To:** Chief Operating Officer
- **Location:** While this position will work from home September 1-May 30th, the individual must be based in the Denver-area to complete tasks related to office management and mail processing. Candidate will live in-residence at our program basecamp (Ramah in the Rockies) from ~June 1 to August 15 each year

TO APPLY

Please use [this form](#) to submit a resume, cover letter describing why you are the right person for this role, and two writing samples.

WHAT TO EXPECT:



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This position will be open until it is filled. We recommend submitting applications by October 25th. Due to an expected high volume of applications, we will not be accepting phone calls about this role, and will only be in touch with candidates who move to the first round of interviews. We honor and respect the time that all candidates are putting into the hiring process!

- Candidates who advance to the first round of interviews will meet with BaMidbar's Executive Director and Clinical Director.
- Candidates who advance to the second round will complete a skills-based job simulation assignment.
- Candidates who advance to the third round interview will meet with our Chief Operating Officer and Program Director.
- References will be checked before the third-round interview.

ABOUT BAMIDBAR

BaMidbar envisions a Jewish community that actively supports its members in cultivating mental health and wellness. Using a three-pronged approach, we address mental health and wellness in the Jewish community by promoting teen and young adult resilience through prevention programs, supporting Jewish communal professionals through mental health education programs, and serving young adults struggling with mental health challenges through treatment programs. While BaMidbar runs mental health prevention, education, and treatment programs, all programs are built off of four core pillars:

- **Wilderness as Therapy:** Experiential models are used as a vehicle for growth. Students are challenged and given the opportunity to apply learning in a safe and supported environment.
- **Clinically Informed Framework:** Licensed mental health professionals design programming and trained guides facilitate experiences with an eye toward social, emotional, and spiritual growth.
- **Jewish Values and Metaphor:** Jewish tradition, metaphor, and storytelling are used to support students in exploring meaning, values, purpose, and identity.
- **Mental Health Awareness:** Programs work to increase open dialogue and decrease stigma around mental health in the broader Jewish community.