

EDUCATION and TRAINING

- New York University**, Wexner Graduate Fellow/Davidson Scholar New York, NY
MPA, Non-Profit Management; MA, Hebrew and Judaic Studies, 2016
coursework in financial management, accounting, project management, human resources
management, and program evaluation
additional coursework at HUC-JIR in adult pedagogy, Talmud, and Psalms
- Kevah**, Teaching Fellowship (training in Jewish adult education pedagogy) Berkeley, CA
inaugural cohort, 2012–2013
- Drisha Institute for Jewish Education** New York, NY
Scholars Circle and Arts Fellowship, 2009–2010
- Pardes Institute of Jewish Studies** Jerusalem, Israel
Advanced Scholars Program, 2008–2009
- Harvard College** Cambridge, MA
BA, *cum laude*, History and Women's Studies, 2003

WORK EXPERIENCE

- Freelance** New York, NY
Educator, Writer, Editor, and Researcher 2006–present
- *Editorial and communications*
Copyedited everything from websites to academic books; streamlined and clarified board communications; translated conference abstracts into English; digitally edited photos for websites; edited audio recordings for podcasts; researched and shared best practices for non-profit newsletters
 - *Social media*
Managed and expanded use of social media, including live-Tweeting events
 - *Education*
Conceived, developed, and taught Jewish education courses to adults throughout the US and in the UK; taught prayer book Hebrew to children online through the JCC in Manhattan's Hebrew Homepage; tutored microeconomics at NYU; substitute-taught at Jewish day school; taught Hebrew privately to children
 - *Program development*
Developed curriculum-based educational programs, including recruiting faculty and technological collaborators, creating prototypes of online components, and building full program budgets from scratch
 - *Policy and planning*
Researched policy issues; facilitated efforts to strengthen mission and long-term planning
 - *Fundraising*
Independent grant-writer; actively participated in major donor solicitations
 - *Clients have included:*

American Jewish World Service	Jewish Book Council
Beit Morasha of Jerusalem	Jewish Orthodox Feminist Alliance
Beit Rabban Day School	SAR Academy
Bronfman Youth Fellowships in Israel (BYFI)	Schechter Day School Network
Drisha Institute for Jewish Education	Uri L'Tzedek
Footsteps	Yeshivat Maharat
JCC of Manhattan	

Skirball Center for Adult Jewish Learning
Assistant Director

New York, NY
Nov. 2005–June 2008

- *Supervision*: managed all communication with faculty about courses, including topics, logistics, and descriptions; planned meetings for faculty of IYUN to discuss curriculum and program progress
- *Marketing*: wrote, edited, and oversaw the production, mailing, and budget of seasonal 24-page course catalog and other marketing materials; led recruitment and retention for IYUN, a three-year certificate program for adult Jewish learners
- *Copywriting*: wrote and edited course descriptions; produced original web content related to course materials and course catalog theme
- *Evaluation*: collected and reported on student feedback via focus groups and written surveys, then analyzed them to produce comprehensive evaluation reports
- *Event planning and execution*: organized and staffed community-building programs for students

The Covenant Foundation
Program Officer

New York, NY
Aug. 2003–Oct. 2005

- *Communications*: streamlined and clarified grant and award guidelines; wrote press releases; maintained e-mail and phone contact with early-career Jewish educator Fellows; organized conference calls
- *Board relations*: prepared written materials and presentations for Board of Directors, including grant and award recommendations; communicated regularly with board members; staffed biannual board meetings
- *Budgeting and planning*: managed budget and planning for two multi-day seminars for Fellows
- *Operations/systems and processes*: created and maintained office calendar and grant filing system

VOLUNTEER ACTIVITIES

Washington Heights Congregation
Board Member

New York, NY
2012–present

- *Communications*: manage online communications, including: Facebook presence, creating and maintaining website for fundraising dinner, creating and maintaining website for used book sale, producing digital and print advertisements and fliers for events
- *Education*: taught nine-session weekly Talmud class to adult women; taught session on Shavuot; advised teachers on suitable lecture topics and edited their descriptions
- *Programming and Planning*: conceived of and executed a used book sale involving five congregations, raising \$2500 for a local social service agency, and innovative educational programming that brought under-served populations to the synagogue for Jewish text study

SKILLS

Graphic design and media: Adobe Creative Suite (Photoshop, etc.), Audacity (audio editing), iMovie (video editing), HTML, Wordpress, social media and team collaboration platforms, online CMSs

Languages: English (native), Hebrew (proficient), some Aramaic

GRANTS, AWARDS, and FELLOWSHIPS

Wexner Graduate Fellowship/Davidson Scholar (2011–2015)
Kevah Teaching Fellow (2012–2013)
AviChai Writers' Seminar for the Jewish People (2009–2010)
Everett Fellowship for Young Adults, National Havurah Institute (2009)
American Jewish World Service Lisa Goldberg Memorial Writers' Fellowship (2008–2009)
Bronfman Youth Fellowships in Israel Alumni Venture Fund Grant (2008)
Yeshivat Hadar Summer Fellowship (2008)
Carol K. Pforzheimer Student Fellowship (2001)
Harvard College Research Project grant winner (2001)
Dorot Foundation Travel grant winner (2001)
William Scott Ferguson Prize, best sophomore History tutorial essay (2000)
Bronfman Youth Fellowship in Israel (1996)

PUBLICATIONS

“‘You Shall Be Holy’: A Jewish Ethics Project,” *Jewish Educational Leadership* 8:3, Summer 2010, 34–35.

American Jewish World Service *Divrei Tzedek*:

- *Chayei Sarah* (Nov. 13, 2008): <https://ajws.org/dvar-tzedek/chayei-sarah-5769/>
- *Miketz* (Dec. 22, 2008): <https://ajws.org/dvar-tzedek/miketz-5769/>
- *Bo* (Jan. 26, 2009): <https://ajws.org/dvar-tzedek/bo-5769/>
- *Tetzaveh* (Mar. 2, 2009): <https://ajws.org/dvar-tzedek/tetzaveh-5769/>
- *Shmini* (Apr. 13, 2009): <https://ajws.org/dvar-tzedek/shmini-5769/>
- *Behar-Bechukotai* (May 11, 2009): <https://ajws.org/dvar-tzedek/behar-bechukotai-5769/>
- *Chukat-Balak* (Jun. 29, 2009): <https://ajws.org/dvar-tzedek/chukat-balak-5769/>
- *Dvarim* (Jul. 20, 2009): <https://ajws.org/dvar-tzedek/dvarim-5769/>
- *Nitzavim-Vayelech* (Sept. 8, 2009): <https://ajws.org/dvar-tzedek/nitzavim-vayelech-5769/>