



## **JOB OPENING: Program Manager for Teachers and Schools (full-time, benefits-eligible, at-will)**

**ICJS seeks a hopeful, creative, and courageous individual who is interested in religion and public life.** ICJS believes that teachers and educators are uniquely positioned to dismantle religious bias and bigotry in their classrooms and school communities. Often when religion is invoked, it ends the conversation – we seek someone who can help educators learn how to extend the conversation. In order to fulfill the promise of a multireligious democracy in the United States, we seek to engage and dialogue across religious difference, including with people who identify as non-religious.

- **ICJS Vision:** An interreligious society in which dialogue replaces division, friendship overcomes fear, and education eradicates ignorance.
- **ICJS Mission:** To dismantle religious bias and bigotry, ICJS builds learning communities where religious difference becomes a powerful force for good.

### **POSITION SUMMARY:**

The **Program Manager for Teachers and Schools (PMT)** manages programming that builds interreligious literacy, dialogue skills, and relationships between educators, developing them as interreligious leaders, and furthering the mission and vision of the ICJS. The PMT engages educators from diverse schools who learn and dialogue together in order to gain understanding, appreciation, and respect for different religions and a new understanding of how to teach and talk about religion with students and colleagues of any faith both in and outside of the classroom. The PMT brings an interreligious voice and perspective to their involvement in their sector and to all roles within the Institute.

The Program Manager is a member of the Program team and reports to the Head of Program.

### **POSITION DETAILS:**

The Program Manager manages programming that builds interreligious literacy, dialogue skills, and relationships between educators from the Greater Baltimore region, to further the mission and vision of the ICJS.

#### *Program Planning, and Evaluation (50%)*

The PMT plans, recruits, and manages programs for educators to further understanding, appreciation, and respect for different religions and a new understanding of how to teach and talk about religion with students and colleagues of any faith both in and outside of the classroom.

- Annually recruit a diverse cohort of teachers for a year-long fellowship where they learn and dialogue together.
- Think strategically about how to promote the fellowship for both recruitment and educational purposes.
- Develop the fellowship curriculum, create monthly lesson plans, and facilitate sessions.
- Design and evaluate learning experiences for fellows in collaboration with ICJS scholars and staff.
- Identify, collect, and archive materials to support the learning of fellows.

- Cultivate and maintain a network of institutions that can serve cohort members as place-based sites for learning about religious diversity in the Baltimore region.
- Support the Head of Program in developing new programs and avenues for bringing interreligious learning to teachers.
- Assess and evaluate program outcomes and impact.
- Establish and monitor an annual program budget.
- Ensure ongoing programmatic excellence.

#### *Relationship- and Community-building (20%)*

The PMT develops relationships, sustains those relationships, and develops networks among educators.

- Creatively explore, plan, and implement new approaches to building interreligious leadership in the education sector.
- Manage relationships with current fellows and their school administrators as well as with alumni.
- Establish and maintain a broadening network of program alumni as an ongoing learning community.
- Plan and organize ongoing communication, activities, and other engagement opportunities for fellowship alumni.
- Conduct outreach to build connections with educators and educational institutions new to ICJS and promote our work.

#### *Leadership in the Community (15%)*

The PMT brings leadership and an interreligious voice and perspective to involvement in their sector.

- Seek opportunities to represent ICJS with organizational partners.
- Look for opportunities to present to other audiences through speaking engagements.
- Contribute to interreligious understanding through published articles, essays or other scholarship.

#### *Internal Organizational Leadership (15%)*

The PMT participates fully as a member of the staff.

- Participate fully in the Program Team, offering support and ideas to colleagues and using the team as a resource for developing the work.
- Support the ICJS as needed in staffing and supporting board committees, participating in administrative duties, attending and supporting courses and events.
- Assist the ICJS Development Director with communication and reporting to program funders.
- Serve as a collaborative staff member, able and willing to complete other duties as needed or assigned.

#### **QUALIFICATIONS:**

- Demonstrated passion for the interreligious mission, vision and values of the ICJS.
- Commitment to exploring religion and public life and fostering interreligious dialogue.
- Capacity for nuanced communication about challenging topics.
- Experience teaching at the K-12 level, preferably in the Baltimore area.
- Excellent organizational skills and attention to detail.
- Ability with program instruction, management, and facilitation.
- Strong emotional intelligence with relationship-building, conflict resolution, and teamwork skills; leads by example.
- Commitment to confidentiality.
- Proficient knowledge of Google Workspace (including Drive, Slides, Docs, and Sheets).
- BA/BS degree.

## **SALARY AND BENEFITS**

- \$75,000 to \$85,000 full-time annual salary
- Group health benefits (Medical, dental, and vision)
- Health Care Flexible Spending Account (HSA)
- Dependent Care Flexible Spending Account (FSA)
- Paid leave (vacation, sick, personal, religious, and parental)
- Retirement plan (with employer contribution)
- Basic life insurance and long-term disability insurance
- 12 paid holidays
- Hybrid work environment; requires at least 15 hours/ week onsite in our Towson office

**TO APPLY:** Send the following to [jobs@icjs.org](mailto:jobs@icjs.org) by March 6, 2026:

- Cover Letter
- Resume
- Lesson plan used within last two years
- Contact information for three references

**JOB START:** August 17, 2026

*If much of this posting describes you, we encourage you to apply. ICJS acknowledges the research which shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications and recognizes that it is highly unlikely that any applicant meets 100% of the qualifications.*

*ICJS is an equal opportunity employer. We are committed to creating a space of belonging for all employees. See our [ICJS values](#) for more.*