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October 30, 1963

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Rabbi Norman Lamm
The Jewish Center
131 West 86th St.,
New York City, N. Y.

Dear Rabbi Lamm:

I am writing to you at the suggestion of Mr. Victor Geller, of the Community Service Division at Yeshiva. Mr. Geller informed me at our recent Rabbinic Alumni Convention that you are planning to leave soon for South Africa, and it is in this connection that I am now writing to you.

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The Canadian Jewish Congress, Western Division, is in desperate search for an educational director. While they have one or two prospective candidates, the committee is not satisfied that it can make a proper choice from the men who are available to them. They have asked me to take a hand in seeking out prospects for them. In addition to other educational placement agencies, they asked me to turn to our Yeshiva placement service.

Mr. Geller felt that the information about this job should be sent on to you, with the understanding that you may be able to apprise some able people on your trip of this opening. They, if interested, could then contact the local Congress office or me.

Enclosed you will find a copy of a letter sent to me by the Executive Director of Congress,

continued

October 30, 1963


Rabbi Norman Lamm

containing a job analysis which might be of interest to you, and to any individuals who might express an interest in this post.

Your kind attention and cooperation will be deeply appreciated. I would be thankful for an indication of any prospective candidates, in a letter, upon your return.

Please accept my best wishes for a safe and successful journey.

Sincerely,


Rabbi Irwin E. Witty
Director

IEW/sb
Enc.

Canadian Jewish Congress

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August 29, 1963.

Rabbi I. Witty,
Maimonides College,
427 Matheson Ave.,
Winnipeg 4, Man.

Dear Rabbi Witty:

To summarize the conversation I had with you yesterday, I want to advise you that our organization currently tries to supplement the available budget for the salary of an Executive Secretary in order to be able to hire a person with special background in the field of Jewish education. The duties of the Executive Secretary are manifold.

1. He will have to have administrative ability. It will be part of his duties to act as secretary to the Winnipeg Council of the Canadian Jewish Congress which involves working with representatives of a variety of local organizations and landsmanshaften. At the time of the major appeal (U.J.A.), he will have to be Secretary of the People's Division, a sub-committee of the Congress Council, which collects from the smaller contributors through a collectors' brigade.
2. Fluent knowledge of Yiddish is essential because of the strength of the Yiddishist element in the Winnipeg Congress Council.
3. The Western Educational Committee of which he will be the Secretary renders certain important services particularly to the smaller and medium size communities West of Winnipeg.
 - (a) Those who can afford to have a teacher or rabbi require regular field visits of the Executive Secretary who advises the local teacher on matters of curriculum and educational standards.
 - (b) The smaller communities who have no local educational services at all require materials which are mailed to Jewish homes with children of school age.
 - (c) In the larger communities, including Winnipeg, the Secretary has to assist in the development of adult educational programs which entails particularly the arrangement of lectures or entertainment of Jewish content.

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August 29, 1963.

Rabbi I. Witty,
Winnipeg.

In Winnipeg proper he acts as Secretary of the Co-ordinating Committee for Jewish Education, a joint committee of the Canadian Jewish Congress and the Jewish Welfare Fund, which fulfils functions quite similar to those of an educational bureau.

Your assistance in finding a person who could fill a position of this type would be greatly appreciated.

Sincerely yours,

H. FRANK,
Executive Director

HF:S