ISRAEL POLICY FORUM
POLICY AND COMMUNICATIONS ASSOCIATE (NY)

Israel Policy Forum is a not-for-profit education and policy organization dedicated to supporting pragmatic policies to advance and ultimately achieve a lasting two-state solution to the Israeli-Palestinian conflict. Israel Policy Forum convenes and educates a broad array of Jewish leaders and US policymakers in order to strengthen advocacy in support of resolving the Israeli-Palestinian conflict in a manner consistent with Israel's security and a strong U.S.-Israel relationship.

Israel Policy Forum is seeking a **Policy & Communications Associate (New York)**. The Policy & Communications Associate is responsible for managing Israel Policy Forum's strategic communications, analytical content, digital outreach efforts, and social media presence. The position will report to the Associate Director of Policy and Communications (New York) and work closely with the Communications Director (Tel Aviv).

RESPONSIBILITIES:

- **Electronic Communications** – Prepare effective mass email campaigns to Israel Policy Forum subscribers and assist other staff with messaging to their respective lists. Oversee Israel Policy Forum subscriber databases.
- **Graphic Design** – Create visually appealing and aesthetically consistent graphics to advertise for Israel Policy Forum events, digital campaigns, and other resources.
- **Website Management** – Maintain and update Israel Policy Forum's website using creative, multimedia elements, under the guidance of the other communications staff.
- **Analysis and Strategic Communications** – Edit and write for Israel Policy Forum's collaborative blog, *Israel Policy Exchange.*
- **Social Media Strategy and Development** – Implement Israel Policy Forum's social media strategy on Facebook and Twitter.
- **Other projects may include** implementing digital education campaigns, assisting with production of audiovisual content (such as video clips and Israel Policy Forum's podcast), and other tasks as needed.

QUALIFICATIONS

- B.A. in political science, public policy, history, international relations, or other relevant field
- At least 1-2 years of professional or intern experience in a digital communications and policy capacity at a non-profit, political campaign, Congressional office, or other comparable setting
- Strong knowledge of Israeli-Palestinian conflict and relevant U.S. foreign policy
- Excellent writing and organizational skills
- Experience with Adobe Creative Suite products including InDesign and Photoshop preferred
- Experience with database software
- Experience with WordPress preferred
- Experience with Hebrew a plus

Support for Israel Policy Forum's mission and strong knowledge of Israeli-Palestinian conflict are essential. The Policy and Communications Associate will be asked to work occasional evenings. Salary will be commensurate with experience and qualifications.

Interested candidates should submit a resume and cover letter to apply@ipforum.org. Candidates are also encouraged but not required to submit a writing sample (preferably related to Israeli-Palestinian conflict) and a graphic design sample.