

IPF Atid National Organizing Fellow

Job Title: IPF Atid National Organizing Fellow
Reports to: IPF Atid Deputy Director
Position Type: Full Time One-Year Fellowship
Location: New York, NY
Dates: Summer 2020-2021

Israel Policy Forum has an exciting opportunity for an IPF Atid National Organizing Fellow. Created in July 2017, IPF Atid engages thousands of millennial leaders in their 20s and 30s, both online and in-person. Comprised of active chapters in Chicago, Los Angeles, New York, San Francisco, and Washington, D.C., additional city launches and special programs are slated for 2020 and beyond.

Working closely with the IPF Atid staff, this full-time fellowship spanning Summer 2020 to Summer 2021 will focus on engaging leaders of Israel Policy Forum's young professionals program and the wider community. This position, ideal for recent college graduates and early-career professionals, will support and develop creative, inclusive, and impactful programs and initiatives for IPF Atid communities.

The Fellow will receive opportunities for professional development throughout the year, as well as exposure to the Jewish community through conference attendance and other networking opportunities. In addition to travel opportunities to local chapter throughout the year, the fellowship will culminate with an IPF Atid staff-led trip to Israel and the West Bank.

A non-profit, nonpartisan organization, Israel Policy Forum was established in 1993 with the support of the late Prime Minister Yitzhak Rabin. It has re-emerged as an important resource for policymakers and community leaders alike and is increasingly utilized by those seeking thoughtful analysis and credible information on key issues impacting a future two-state solution, US diplomacy in the Middle East, and the U.S.-Israel relationship. The organization regularly convenes educational roundtables with high-level Israeli and American partners to engage a diverse array of American Jewish leaders, organizes leadership delegations to Israel and the region, and develops innovative partnerships with institutions nationwide.

With more than a dozen talented and passionate team members based in New York, Washington, DC, and Israel, the successful candidate will join a historic organization with a start-up mentality.

Key Responsibilities include but are not limited to:

- Assist in leading IPF Atid local chapter operations, including coordinating programs, managing steering committees, and cultivating leaders in local communities. Travel to local chapter cities will be offered throughout the year;
- Provide logistics and strategy support for IPF Atid's Bronfman Conveners Summit (Fall 2020) and subsequent cohort programming in the year following summit;
- Interface and engage with prospective young professional leaders and partners from the pro-Israel and foreign policy communities in New York and around the country;
- Assist in implementing IPF Atid's public relations strategy, including social media, digital communications, and other external-facing initiatives;
- Provide support for existing and new IPF Atid partnerships, including with OneTable, Council of Young Jewish Presidents, and other national and local institutions.

Qualifications:

- Strong interest and background in U.S. Middle East policy and the Israeli-Palestinian conflict;
- 1-2 years of relevant work or internship experience;
- B.A. required;
- Strong interpersonal and communication skills;
- Experience working with social media and digital platforms (Facebook, Instagram, Twitter, YouTube, others);
- Ability to interact with individuals at various levels of the organization;
- Excellent organizational, time management, event planning skills and attention to detail
- Ability to manage multiple projects in a fast-paced environment;
- Familiarity working within the non-profit sector and organized Jewish communal world.

Benefits include generous paid time off; health, dental and vision benefits.

Israel Policy Forum is an equal opportunity employer. We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Please submit a cover letter, resume, and names and contact information for two references to Snezhana Orlando at apply@ipforum.org.