

## **IPF Atid National Organizing Fellow**

**Reports to:** IPF Atid Deputy Director  
**Position Type:** Full Time; 12 Month Fellowship  
**Location:** New York, NY 10017 / Potential Remote Flexibility  
**Duration:** August 2021 - July 2022

*Currently, IPF staff are working remotely due to the COVID-19 pandemic, at least through September 30, 2021. During the pandemic, this position may require periodic work in our New York office. Once normal routines are safe to resume, this position requires a minimum of a bi-monthly presence in the New York office.*

### **Background**

Israel Policy Forum is an educational and policy organization working to shape the discourse and mobilize support among American Jewish leaders and U.S. policymakers for the realization of a viable two-state solution consistent with Israel's security. We do this by educating political and communal leaders on pragmatic policy ideas to improve Israel's security while maintaining conditions for an eventual two-state solution, and by building consensus in the policy and Jewish communities for these visions and goals. We envision a Jewish, democratic, and secure Israel, and support a strong and enduring U.S.-Israel relationship.

IPF Atid was created in July 2017 for young professionals in their 20s and 30s to foster next-generation leadership, and has grown to six chapter communities in Boston, Chicago, Los Angeles, New York, San Francisco, and Washington, DC, along with a strong national online community.

### **Position Summary**

Israel Policy Forum is seeking a driven self-starter to serve as the 2021-2022 **IPF Atid National Organizing Fellow**. The Fellow will work under the direct supervision of the IPF Atid Deputy Director on a four-member team, engaging members of IPF Atid's Leadership Network and wider community of Israel Policy Forum young professionals. 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.

This full-time, twelve-month fellowship will specifically support IPF Atid in engaging and growing its Leadership Network comprising of steering committees in 6 chapter cities and 3 cohorts of Charles Bronfman Conveners. Responsibilities will span community engagement, program design, social media/communications strategy, and more. The Fellow will also have opportunities to explore other areas of personal interest, including research and writing, among others.

In addition, the Fellow will receive funds toward professional development and an opportunity to be partnered with a mentor from within Israel Policy Forum's network in the pro-Israel, Jewish non-profit, and foreign policy communities.

**Key responsibilities include but are not limited to:**

- Help oversee IPF Atid young professional chapter operations, including coordinating “Powered by IPF Atid” lay-led projects, managing young leadership committee engagements, and other local community-building activities
- Provide logistics and strategy support for IPF Atid’s 2021 Charles Bronfman Conveners Kick-Off and subsequent cohort programming into 2022
- Assist in implementing IPF Atid’s public relations strategy across social media, digital communications, and other external-facing initiatives
- Support and co-facilitate IPF Atid’s national virtual and in-person programs
- Provide support for existing and new IPF Atid partnerships, including with Jewish communal and foreign policy organizations
- Play a lead role in designing and advancing other new innovative initiatives for IPF Atid young professionals throughout the year

**Qualifications:**

- Bachelor’s degree and a minimum of 1-2 years of relevant work/internship experience
- Strong interest/background in US Middle East policy and the Israeli-Palestinian conflict
- Familiarity working within the non-profit sector and organized Jewish communal world
- Strong interpersonal and communication skills
- Experience working with social media and digital platforms (Facebook, Instagram, Twitter, YouTube, others)
- Ability to work collaboratively in a team setting
- Excellent organizational, interpersonal, and networking skills
- Close attention to detail and the ability to work on multiple projects simultaneously
- Willingness to perform administrative functions as needed, such as scheduling meetings, tracking correspondence, mailing lists, engagement metrics, etc.
- Ability to work from a fully-connected home office during the COVID-19 pandemic
- Ability to work occasional evenings, as needed

This is a full-time 12-month fellowship position with an annual salary of \$42,500 and up to \$3,000 for professional development opportunities. Benefits include paid time off; health, dental and vision benefits; and a 401(K) match.

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 resume, cover letter, and contact information for three references to Shanie Reichman at [apply@ipforum.org](mailto:apply@ipforum.org).**