

Program Associate (IPF Atid)

Reports To: IPF Atid Director
Position Type: Full-Time, Non-Exempt
Location: New York, NY 10017

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 two states, 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.

POSITION SUMMARY

Israel Policy Forum has an exciting opportunity for a Program Associate, a new position created to support Israel Policy Forum's rapidly growing young professionals program. Created in July 2017, IPF Atid engages thousands of leaders in their 20s and 30s. IPF Atid has chapters in Boston, Chicago, Los Angeles, New York, San Francisco, and Washington, DC, and also hosts programs in smaller communities across North America.

Working in close collaboration with the IPF Atid team and alongside the wider Israel Policy Forum staff, the Program Associate will expand the impact and reach of IPF Atid by strengthening the IPF Atid leadership community, initiating new program concepts, evaluating program impact and success, and working strategically to develop new methods to strengthen network engagement and reach new communities of young professionals across the nation.

The Program Associate will be involved in advancing many aspects of IPF Atid's work, including educational programs that promote and animate IPF's mission, policy objectives, and core content; building and strengthening relationships with members of the IPF Atid network; strengthening and identifying new partnerships with other relevant organizations; and will have an exciting opportunity to help shape the overall strategy for IPF Atid's next phase of growth.

PRIMARY RESPONSIBILITIES

- Implement communications strategies and program initiatives to engage the IPF Atid Leadership Network and broader IPF Atid community in advancement of Israel Policy Forum's values and mission
- Engage with IPF leaders to develop projects in their local communities, including dialogues, policy briefings, Shabbat dinners, social gatherings, and more
- Manage day-to-day communications to the IPF Atid Leadership Network and broader community via email, Facebook, and WhatsApp
- Continually seek ways to strengthen the cohesion of the IPF Atid community and proactively identify opportunities for community growth and expansion
- Implement methods to evaluate and measure programmatic impact

- Work collaboratively with other departments at Israel Policy Forum, especially the communications and Jewish communal partnerships teams, to ensure holistic, integrated programmatic and communications outputs

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree or equivalent work experience
- A minimum of 2 years of relevant professional experience in community engagement, program development and execution, community outreach, event planning, and/or other related fields
- Familiarity of the non-profit sector and organized Jewish communal world
- Strong interpersonal and communication skills with ability to initiate and strengthen relationships
- Ability to manage short-term, deadline-driven daily tasks while meeting long-term strategic goals and priorities
- Excellent judgment and decision-making abilities, and ability to maintain a high level of calm and professionalism
- Meticulous attention to detail
- Ability to perform occasional evening or weekend work if needed

COMPENSATION AND BENEFITS

The annual salary range is \$50,000 - \$55,000 depending on experience. Israel Policy Forum offers a comprehensive benefits package, including paid time off (vacation, sick leave, Jewish and secular holidays), medical, dental, vision, matching 401K, HRA, Healthcare FSA, and professional development.

OTHER INFORMATION

Israel Policy Forum is based in New York, NY but as a result of COVID-19, Israel Policy Forum staff are currently working remotely through March 2022.

Israel Policy Forum employees must be vaccinated against COVID-19 with consideration given for medical and religious accommodations.

HOW TO APPLY

Please submit a resume and cover letter describing your experience and why you want to work at Israel Policy Forum to careers@ipforum.org with "Program Associate" in the subject line. Applications will be reviewed on a rolling basis.

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.

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the qualifications. Israel Policy Forum encourages you to break that statistic and to apply.