

National Organizing Fellow (IPF Atid)

Reports to: IPF Atid Director

Position Type: Full-Time, Non-Exempt

Duration: Summer 2022 - Summer 2023

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 an IPF Atid National Organizing Fellow. Created in July 2017, IPF Atid engages thousands of young professionals in their 20s and 30s, both online and in person. IPF Atid has active chapters in Chicago, Boston, Los Angeles, New York, San Francisco, and Washington, D.C., a yearlong fellowship and annual summit for young leaders across North America, a summer delegation to Israel and the West Bank, and a variety of virtual and in-person programs throughout the year.

Working closely with the IPF Atid staff, this full-time fellowship spanning Summer 2022 to Summer 2023 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 National Organizing Fellow 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, as well as building and strengthening relationships with members of the IPF Atid network.

PRIMARY RESPONSIBILITIES

- Provide logistics and strategy support for IPF Atid's Bronfman Conveners Summit (Fall 2022) and subsequent cohort programming in the year following summit
- 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
- Opportunities to write op-eds and conduct research to support the policy and communications team

- 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 one year of relevant professional experience in community engagement, program development and execution, community outreach, event planning, and/or other related fields
- Familiarity with 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 \$45,000 plus access to up to \$3,000 in professional development funds. Israel Policy Forum offers a comprehensive benefits package, including paid time off (vacation, sick leave, Jewish and secular holidays), medical, dental, vision, matching 401(k), HRA, healthcare FSA, and professional development.

OTHER INFORMATION

Israel Policy Forum is based in New York, NY. As a result of COVID-19, Israel Policy Forum staff are currently working in person one day per week and remotely four days per week.

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 "National Organizing Fellow" 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.