

Communications Associate

Reports To: Communications and Marketing Director
Position Type: Full-Time, Exempt
Location: New York, NY preferred; however, remote candidates within the United States will be considered for this role; work must be performed during Eastern Time Zone working hours

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 outcome 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

Reporting to the Communications and Marketing Director (CMD), the Communications Associate (CA) will be a critical part of the communications and marketing team responsible for managing digital communications efforts that promote Israel Policy Forum's mission, programs, and fundraising efforts across multiple platforms.

The CA will be a core member of the Communications team responsible for building and sending email campaigns, posting content to social media channels, proofreading written content, updating and adding content to Israel Policy Forum's website, managing registration and facilitation for virtual events, collecting and organizing data from various platforms, and other work as needed to support a fast-paced Communications department.

MAJOR RESPONSIBILITIES

- Build and send email campaigns to targeted lists (Campaign Monitor).
- Post content to social media channels (Twitter, Instagram, LinkedIn, Facebook).
- Proofread written content and graphics (tweets, articles, emails, reports, flyers, thumbnails).
- Select photos to illustrate written content (Shutterstock, Flickr, Wikimedia Commons).
- Track, collect, and organize data related to website, email campaigns, and social media metrics.
- Manage registration and back-end support for virtual events (Zoom).
- Post articles, podcasts, videos, and other content to Israel Policy Forum website.
- Create landing pages for in-person events and fundraising campaigns.
- Other administrative work related to communications and marketing as needed.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- A minimum of 1-3 years of relevant communications experience.
- Bachelor's degree in a related field preferred.
- Experience with Wordpress, Campaign Monitor, Zoom, and Google Analytics.
- Fluency with Twitter, Facebook, Instagram, and other social media platforms, and related analytics.

- Outstanding time management skills with an ability to be responsive to revisions and meet deadlines.
- Demonstrated ability to execute short-term, deadline-driven daily tasks, as well as to manage multiple long-term projects requiring input from and collaboration with others.
- Strong written and verbal communication skills, with the ability to edit, proofread, and ensure the accuracy of finished work products.
- Ability to take initiative, be resourceful, and exhibit a problem-solving mindset, and a desire to learn new skills.
- Ability to thrive in a fast-paced, entrepreneurial environment and commitment to a Jewish, democratic, and secure Israel.

COMPENSATION AND BENEFITS

The annual salary range is \$52,500 - \$57,500 (reflective of a position based in New York, NY), commensurate with experience and geographic location. 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, 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 to careers@ipforum.org with "Communications Associate" in the subject line. The position will be open until filled, and candidates invited for an interview will be contacted 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.