

## **Community Engagement Coordinator**

**Reports To:** Chief Public Engagement Officer  
**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 Chief Public Engagement Officer (CPEO), the Community Engagement Coordinator (CEC) will provide support to CPEO in the formulation, planning, execution, and monitoring of ongoing and new programs to engage target audiences in the Jewish community, including communal professionals, lay leaders, and other constituencies. This role will be critical to the success of the organization's community education and engagement goals in alignment with our Theory of Change.

The CEC will work to ensure that Israel Policy Forum's content and programming reaches target audiences effectively, often serving as the primary point of contact for those seeking Israel Policy Forum resources. The CEC will also work interdepartmentally to support the development, operations, and execution of community education and engagement programming, as well as the cultivation and maintenance of interorganizational partnerships.

The ideal candidate for this position will be highly organized, a creative thinker, and strong communicator, with an understanding of and commitment to Israel Policy Forum's mission.

### **MAJOR RESPONSIBILITIES**

- Assist in the development, management, and delivery of community education programs.
- Identify, establish, and sustain strategic partnerships with key organizations and individuals.
- Monitor and support the evaluation of program outcomes and impact, collecting data and analyzing metrics to support program improvement and learning.
- Collaborate interdepartmentally to ensure effective and efficient program execution and monitoring.
- Support timely and effective communication with stakeholders and current and prospective partners.
- Conduct research and analysis on potential partnership opportunities.
- Perform outreach to prospective partners, as appropriate.
- Support program development, operations, and execution, including budget development, coordinating logistics, monitoring expenses, and maintaining accurate and up-to-date records.
- Field program and speaker requests, in coordination with Israel Policy Forum issue experts.
- Provide staffing support at Israel Policy Forum programs and events.

## DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- At least 3-4 years of relevant program and community engagement experience.
- Bachelor's degree required; relevant graduate degree a plus.
- Proficiency in Google Workplace (including Docs, Sheets, Slides, Drive). Salesforce experience preferred.
- Outstanding time and data management skills.
- 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.
- Ability to take initiative, be resourceful, exhibit a problem-solving mindset, and a desire to learn new skills.
- At least a base level of knowledge related to Israel and the Israeli-Palestinian conflict.
- Familiarity working within the non-profit sector and strong understanding of the Jewish communal landscape including organizational, denominational, and political dimensions - both related and unrelated to Israel.
- Committed to a Jewish, democratic, and secure Israel.
- Ability to thrive in a fast-paced, entrepreneurial environment.
- Ability to work occasional evenings and weekends, as needed.

## COMPENSATION AND BENEFITS

The annual salary range is \$65,000 - \$70,000 (reflective of a position based in New York, NY), and 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](mailto:careers@ipforum.org) with "Community Engagement Coordinator" 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.