Program Associate, IPF Atid

Reports To: IPF Atid Director
Position Type: Full-Time, Exempt
Location: New York, NY (New York staff are currently working in person one to three days per week)

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 an eventual two-state outcome, and by building consensus in the policy and Jewish communities for these visions and goals. We envision a secure, Jewish, and democratic 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, IPF Atid. 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, Washington, DC, and Toronto 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.

MAJOR 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 Atid 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.
- 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.

January 16, 2024 - 1
● 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.
● Occasional evening or weekend work may be required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

● A minimum of two years of relevant experience in community engagement, program development and execution, community outreach, event planning, and/or other related fields.
● Bachelor’s degree in a related field preferred or equivalent work experience.
● Excellent judgment and decision-making abilities, and ability to maintain a high level of calm and professionalism.
● Strong written and verbal communication skills, with the ability to edit, proofread, and ensure the accuracy of finished work products.
● 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.
● 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 with a variety of cross-functional departments and build and maintain relationships.
● Substantive knowledge of Israel and the Middle East and current events, and familiarity with the institutional Jewish community and U.S.-Israel relations.
● Commitment to Israel Policy Forum’s mission and the vision of a secure, Jewish, democratic Israel.

COMPENSATION AND BENEFITS

The annual salary range is $52,500 - $62,500 commensurate with 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, FSA, commuter benefits, 12 weeks of fully paid parental leave, and an annual professional development stipend.

OTHER INFORMATION

Israel Policy Forum is based in New York, NY. New York staff are currently working in person one to three days per week. Washington, D.C. staff work remotely five 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 “Program 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. Only candidates invited to interview will be contacted.
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.