**Job Title:** Program Officer, Los Angeles  

**Location of position:** Los Angeles, California  

**Overview of AJWS**

American Jewish World Service (AJWS) is the leading Jewish organization working to promote human rights and end poverty in the developing world. AJWS advances the health and rights of women, girls and LGBT people; promotes civil and political rights; defends access to food, land and livelihoods; and aids communities in the aftermath of disasters. We pursue lasting change by supporting grassroots and global human rights organizations in Africa, Asia, Latin America and the Caribbean and by mobilizing our community in the U.S. to advocate for global justice. Working together, we strive to build a more just and equitable world.

**Job Description:**

Established in 2008, the Los Angeles office is responsible for implementing AJWS’s theory of change on a local level, specifically focusing its work on revenue generation, brand permeation and policy change. Reporting to the Executive Director, Southern California, and working as a member of a small, fast-paced, high-energy team, (while also having the resources and support of one of the most respected Jewish non-profit organizations in the United States), the Program Officer will have the responsibility of developing and implementing AJWS domestic education programs and events throughout the Southern California region, building relationships with key stakeholders, organizing and mobilizing local activists, and establishing collaborative partnerships that will enable the Los Angeles office to meet its brand permeation and policy change goals.

**Responsibilities include but are not limited to:**

- Plan, execute and staff events and programs that will engage both existing and potential AJWS activists and supporters in the organization’s domestic campaign work, as well as general programming;
- Collaborate with appropriate staff to develop, manage and implement campaign activities, including proactive, activist-based programs and ongoing rapid response to the political landscape;
- Build relationships with key opinion leaders and stakeholders through one-on-one meetings designed to expand a formalized network of Southern California-based activists and supporters, particularly in Orange County;
- Mobilize existing supporters and identify and organize new constituents;
- Recruit and steward individuals from Southern California participating in the Los Angeles Global Justice Fellowship and Action Team;
- In close collaboration with the New York-based Experiential Education Department, staff the Los Angeles Global Justice Fellowship – including all recruitment, education and training, international and domestic travel, and campaign/Action Team engagement components;
- Represent AJWS as a speaker, facilitator and teacher at local community events and as a writer in community forums;
- Stay abreast of political, issue-based, social and community trends related to AJWS and the Southern California Jewish and progressive communities;
• Collaborate across AJWS divisions and departments, specifically those in Tier 1 Cities, Campaigns and Organizing, Experiential Education and Communications to achieve brand permeation and policy change goals; and
• Manage administrative tasks necessary for portfolio management.

Qualifications

• Minimum of four years of community engagement, field organizing or program development experience;
• A Bachelor’s degree is required; advanced degree or equivalent record of continuing professional development preferred;
• AJWS service-learning alum a plus;
• Understanding of community organizing techniques and strategies, previous community organizing experience or training a plus;
• Demonstrated knowledge of and familiarity with Jewish and social justice communities and networks in Southern California, with a particular passion for the intersection between Judaism and international human rights;
• Warm personality and genuine enthusiasm for engaging with diverse people and communities;
• Excellent public speaking and representational skills;
• Exceptional verbal, written and proofreading skills;
• Works well independently and is organized, detail oriented and self-motivated;
• Proven success in relationship development and a history of getting things done even in the face of obstacles;
• Experience with Microsoft Office platforms and database management;
• Comfortable working independently and with a team in a fast-paced environment. Flexibility is a must;
• Proven track record in developing and implementing programs and events;
• Experience working effectively and respectfully with members of the senior leadership team, including the President as well as board members and other high-level volunteers; and
• The ability to work flexible hours, including some night and weekend work as well as the willingness to travel domestically and internationally as necessary (approximately 10-15 percent travel).

How to Apply

For immediate consideration please submit along with the application your resume and cover letter. To complete your application please click here:


Applications submitted without a personalized cover letter will not be considered.

We thank you for your interest in career opportunities with AJWS. Due to high volume, only those candidates selected for an interview will be contacted.
AJWS is an equal opportunity employer and provides competitive salaries and benefits.