Program Associate
New York City

Our client works on behalf of the Jewish communities in Canada, the United States and Mexico in support of Israel, in the battle against anti-Semitism, racism and issues pertaining to human rights.

Working under the supervision of the Executive Director, the Program Associate is responsible for assisting with programs of the organization, facilitating meetings with dignitaries and officials for board members and others, and the daily office tasks that these entail among them research of issues, preparation of materials, writing, invitations, answering telephones, handling electronic and printed mail, word processing, filing, record-keeping, providing logistical support for meetings and for committees of the board that deal with all issues pertaining to the organization.

The Program Associate deals with a diverse group of important external callers and visitors, among them UN and other officials, lay leaders, and leaders of Jewish communities from around the world, and handles confidential information. The position requires high motivation, the ability to work efficiently in a fast-paced environment with a high degree of attention to detail and accuracy. Excellent writing and communications skills and the ability to interact with prominent individuals with a high level of professionalism and confidentiality are required. The position offers a great opportunity to utilize and enhance one’s knowledge about Israel-related issues and Jewish communal concerns.

Responsibilities include:
- Provide support for the Executive Director including research, writing, drafting of press releases, informational papers, other documents, proof-reading
- Coordinate meetings, including research, invitations, scheduling, arrival of visitors and guests, note taking and summaries
- Prepare and modify documents, invoices, reports, maintain accurate data and files on all work.
- Maintain electronic and paper files
- Provide administrative support for event logistics, missions, programmatic initiatives and other work as assigned

Qualifications:
- Bachelors’ degree, MA preferred, minimum 3-5 years experience required
- Knowledge of history and current events in Israel and the Middle East, international affairs, international organizations
- Strong written and oral communications skills
- Ability to manage multiple priorities and diverse workload under time constraints
- Knowledge of standard office administrative practices and procedures
- Full proficiency with MS Office Suite
- Familiarity with Jewish community organizations and priorities
- Ability to work independently and collaboratively with other staff members

Benefits:
- Paid vacation, sick leave, medical, dental, vision, retirement plan, leave early for Shabbat and Jewish holidays
For more information please contact Akevy Greenblatt, Senior Consultant The Joel Paul Group
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