Regional Director of Partnerships

General Job Description

- Supervision of the Partnerships in the region, including overall responsibility for their activity, finances and employees.
- Provide guidance to P2G Directors in matters relating to the communities abroad, heads of local authorities, public organizations and NGOs in the region.
- Provide guidance to P2G Directors in their work with volunteers and with donors in Israel and abroad.
- Initiate activities and programs on a regional-level.
- Responsible for training of staff in the Partnerships, both individually and on a regional level.
- Responsible for personnel training and professional development seminars on the national/Partnership Unit level.
- Management of a Partnership Unit flagship project, i.e. the strategic partnership with Masa, school twinning, etc.
- Responsible for running a Regional Chairpersons’ Forum.
- Maintain communication with the relevant key professionals and relevant shlichim in the Partnership communities.
- Coordinate activities of the Partnership Unit with those of other Jewish Agency units in the region.
- Organize and implement conferences and activities in the region; representation of the Jewish Agency in the region as needed.
Partnership Director
General Job Description

- Management and overall responsibility for the relevant Partnership office, in accordance with the policy and objectives set by the Partnership's Steering Committee, the Partnerships Unit and the Jewish Agency.
- Management of projects implemented directly by the Partnership staff; supervision and monitoring of projects implemented by other parties and providers.
- Provide services and maintain alliances with other Jewish Agency programs within the geographic boundaries of the Partnership region, in accordance with the instructions of the supervisors.
- Management and usage of the Partnership budget, by means of the Jewish Agency’s ERP financial system.
- Development and initiation of People2People programs with the partner communities abroad.
- Maintain ongoing communication with the relevant Jewish Federation, with representatives of local authorities, residents, government ministries’ representatives, schools, community centers and third sector NGOs and organizations that are active in the region.
- Involvement in resource development in the Partnership regions, in coordination with the FRD Unit of the Jewish Agency.
- Compile and maintain a database of Partnership programs and participants, using the CRM system.
- Supervision of the Partnership staff.
Operational Coordinator

General Job Description

- Administering the Partnership director’s office, including: calendar, correspondence, document filing, manning the phone lines, printing, etc.
- Ordering of the various services needed for the Partnership’s activities, drawing up contracts and payments in the ERP system.
- Follow-up on decision making and monitoring the Partnerships’ work plan implementation.
- Gather information and data related to the activity of the Partnerships and preparation of reports, as needed, including working with the CRM system.
- Assist in managing the Partnership’s relationships with its partners and various external bodies.
- Gathering of material for the Partnerships’ Steering Committees.
- Assisting in organizing conferences, events and seminars, executive meetings, Steering Committee Meetings, hosting of delegations and representatives of the communities, as well as the content and logistical aspects.
- Assist in preparing reports and publications, including updating of the Internet sites and social networks.
Living Bridge / People2People Coordinator
General Job Description

- Initiate and planning of projects for youth and adults aimed at advancing the mutual relationship with the Partnership communities, and in particular projects that address Jewish identity.
- Handling the different aspects of incoming and outgoing delegations, including: planning visits; carrying out the program; escorting the delegation; recruitment and training of candidates for outgoing delegations; maintaining ongoing contact with relevant bodies (local and regional authorities, community centers, educational institutions, non-profit organizations, tourism organizations, etc.).
- Initiate and implement programs for former/current delegation participants, maintain contact with delegation participants, all in order to leverage the relationship between the two communities.
- Maintain ongoing communication with the contact persons in the communities and with Partnership volunteers in Israel and abroad.
- Management of computerized databases and management of internet-based connections by means of social networks (Facebook, Twitter and Skype).
- Recruit, cultivate and motivate volunteers from the Partnership region and escort volunteers from abroad during their visits to the region.
- Marketing of Partnership activities through writing Hebrew and English articles to be featured in the local newspapers and the Partnership website; upload clips to YouTube and the like to relevant websites and social media.
- Prepare periodical status and implementation reports.
Partnership School Twinning Coordinator

General Job Description

- Create and nurture relationships with schools.
- Construction of a twinning model for each pair of schools, assisting and support each paired school to create working relations and design an annual work plan according to the educational standards.
- Responsible for the support, implementation and supervision of school twinning programs by means of regular meetings with the Israeli schools and telephone conversations with the partners abroad.
- Responsible for teacher training in twinning (prior to the start of their involvement in twinning, during the course of the year and prior to and following their participation in delegations).
- Responsible for solving communication challenges between twinned schools.
- Responsible for overall planning and organization of incoming educational delegations.
- Significant involvement in the educational planning aspects of outgoing delegations.
- Monitoring the twinning budget.
- Development and implementation of new educational programs.
- Responsible for expanding involvement in twinning by initiating Teacher's Room joint learning, parent-teacher meetings, exposure to teacher/student delegations, etc.
- Involvement in and leading of ongoing program evaluation.
- Participation in conferences, in Partnership training processes, Partnership headquarters gatherings and relevant events initiated by the Jewish Agency.
- Provide administrative support for the implementation of program.
- Involvement in the Partnership’s Steering Committee.
- Full member of the Partnership staff.