



NEW POSITION

Date: February 20, 2020

To: Staff

From: Human Resources

Subject: Professional Staff Opening - Staff Organization

POSITION: Young Leadership Program Associate

DEPARTMENT: Young Leadership

LOCATION: New York

RESPONSIBLE TO: Associate Director of Young Leadership

The Young Leadership Program Associate is a part of AJC's national Young Leadership department and will work closely with Young Leadership's Global Director and Associate Director to successfully implement department-wide goals and operations across all three portfolios of the department; Leaders for Tomorrow (LFT), Campus Affairs, and ACCESS. This role includes utilizing social media for our target audiences, helping maintain a culture of data within our department, providing budgetary and administrative support, and helping develop dynamic programming that will shape the future of global Jewish advocacy. This position will report to AJC's Associate Director of Young Leadership.

The Young Leadership Program Associate does all this while adhering to AJC's core values: ***Respect, Teamwork, Integrity, Excellence, and Accountability***

Position Responsibilities:

- Working closely with AJC's Global Communications team to support AJC's Instagram account and Young Leadership's LFT, Campus, and ACCESS pages on AJC's website, and managing and creating compelling content for all of AJC Young Leadership's social media accounts
- Gathering content for Campus Affairs weekly newsletter *AJC Quad* and working closely with the national Young Leadership team to create the quarterly Young Leadership newsletter
- Creating targeted print and digital materials showcasing the work of LFT, Campus Affairs, and ACCESS for AJC's wider lay leadership
- Overseeing the data collection and submission for all AJC internal reporting structures and ensuring that Young Leadership data department-wide is appropriately and consistently recorded.

- Helping the Global Director and Associate Director analyze data across the department in order to use our metrics to tell the story of our work and impact.
- Assisting in recruiting Young Leadership participants to attend the AJC Global Forum
- Supporting the department's Global Director and Associate Director in overseeing budgets within the department
- Assisting in administrative needs for large-scale Young Leadership programs
- Developing and implementing engaging programs for LFT alumni who are still in high school nationwide
- Creating touchpoints for LFT students and alumni to continue their relationship with AJC beyond the primary sessions of LFT

Qualifications:

- Bachelor's degree and 1-2 years of work experience
- Self-starter who collaborates seamlessly with colleagues both inside and outside AJC
- Outstanding written and oral communication skills
- Alignment with AJC's mission and diplomatic style, with knowledge and passion for the organization's key issues (including Israel, world Jewry, human rights, international relations, foreign policy, and democratic institutions)
- Ability to multi-task and work on many projects simultaneously
- Ability to work both independently and collaboratively with staff and lay leadership
- Ability to work effectively under pressure, make difficult decisions and follow through on agreed upon initiatives
- An entrepreneurial mindset; able to identify and pursue opportunities
- Availability to work occasional evenings and weekends, and to travel occasionally
- Strong familiarity and fluency in social media
- Proficiency with Hoot Suite and Raisers Edge is preferred

AJC is an Equal Opportunity Employer

If interested in applying, please communicate with Shifra Sharbat, National Office, x1359.