

Job Description

Position title:	Community Organiser
Responsible to:	Executive Director
Location:	Sydney CBD
Hours:	Full time (0.8 FTE negotiable)
Salary package:	\$65,000 FTE (inc superannuation) As NIF is a public benevolent institution, staff have access to attractive salary sacrifice options which can increase your take-home pay.

The New Israel Fund is a partnership of Israelis and supporters of Israel worldwide, dedicated to a vision of Israel as both the Jewish homeland and a democracy for all its citizens.

Our mission is to promote freedom, equality and social justice in Israel by funding Israeli non-profits and fostering new discussions in the Australian Jewish community.

Since our establishment in Australia in 2011, we have engaged thousands of people in our events and raised millions of dollars to support critical civil society projects in Israel. In just a few years, we have become one of the Jewish community's most important voices in support of democracy, inclusion and equality in Israel.

With a dedicated board and two staff members, we are now looking to expand our reach even further by hiring a **community organiser** who'll grow the programming we already run (particularly for New Gen – our supporters in their 20s and 30s), build new programs and make sure our message is being communicated effectively with our community.

In addition to this new role, NIF Australia also has an **executive director** who is responsible for fundraising, media and communications, and organisational strategy and leadership, while our **program manager** runs our successful events and coordinates our Naomi Chazan Fellowship.

Key tasks, activities and responsibilities

Building our programs and events

- Run 15-20 **events, programs or presentations** each year for madrichim at the Zionist youth movements, university students and students at Jewish day schools which involve them in the socio-political situation in Israel and NIF's role in advancing democracy and equality.
- Coordinate and run the three-day **NIF #DemocracySem**, a seminar run for Shnat participants from the Zionist youth movements. This means working with each of the

movements in Israel and Australia, working with NIF staff on the content and leading the *tzevet* in Israel.

- Work in partnership with our program manager on the **Naomi Chazan Fellowship program**, recruit new fellows, engage alumni with interesting programming and grow our annual New Gen Roundtable event.
- Coordinate **New Gen events with guest speakers** when NIF brings them to Australia (usually 2-3 times per year).
- Lead a new initiative for **New Gen supporters to spend a few days seeing NIF's projects** while they're in Israel (eg on exchange programs, with their youth movements) and coordinate these visits with NIF's Israel office.
- Work with other NIF staff and board members to **provide support on all our events**, even if you are not the primary lead.

Keeping our community engaged

- Play an important role in our **digital strategy** by keeping our website updated with news from our events and grantees in Israel and ensuring our communications pieces are received by our community via email and social media.
- Manage events through our **CRM and CMS**, including: publishing events on our website, filtering supporters to manage invitations, sending email invitations, managing RSVPs, sending thank you notes.
- Take responsibility for our **social media feeds**, finding relevant news stories in Israel and sharing with them our community, as well as creating a link between those stories and the projects we fund on the ground. You'll work with NIF colleagues around the world to source content as well as create your own in partnership with our grantees in Israel. You also know how to evaluate what worked and what didn't, and figure out what to change for next time.

Other responsibilities

- We are a growing and dynamic organisation, so your role may shift from time to time to make sure we're working in the most effective way possible. You'll also be asked to work with the other staff to ensure the organisation runs strategically and smoothly.
- We expect that as part of the NIF staff team you'll soon develop your own ideas on how to extend our impact in the community.

Knowledge, skills and abilities

The successful applicant will have:

- capacity to workshop ideas in our small team and have the confidence to go away and execute the idea we settle on. Sometimes this will mean making things happen on your own, and other times you'll work on a team with colleagues from NIF Australia and other NIF offices around the world.

- experience running informal educational activities, particularly for people in their early 20s. (If you'd led a program or seminar in Israel that'll be a plus.)
- good understanding of the socio-political climate in Israel and NIF's work in that context. Not only are you confident running programs, events and seminars about what's happening in Israel, but as news breaks you can be part of the team which works quickly to create an event, film a video for social media or change something we have in the pipeline.
- experience using CRM, CMS and email marketing systems (we use NationBuilder but experience with other systems like Salesforce, Mailchimp and Wordpress will provide a good foundation), as well as a basic knowledge of HTML.
- experience managing budgets and know how to work through unexpected changes with people on the other side of the world.
- ability to get people's attention on social media feeds and (or are excited to learn!) how to maximise engagement via social advertising.
- excellent writing skills with the ability to match NIF Australia's tone and style.
- strong knowledge of the dynamics in the Australian Jewish community.

These attributes are also desirable:

- video editing skills (using Final Cut Pro or other video editing software) and know how to create content that 'works' on social media.
- knowledge of the basics in Adobe Photoshop and/or InDesign.

Context

The successful applicant will:

- be based in Sydney but won't mind travelling to Melbourne periodically to run programs, seminars and events. At some point each year you'll also go to Israel to run one of our programs and meet some of our grantees.
- occasionally work outside business hours, whether to help out at our events, run a seminar or be part of sessions with our board.
- have (or will get before you start) a Working With Children Check.
- be eligible to work in Australia.