



Position: Pennsylvania/New Jersey Special Events Fellow
Reports To: New York/Tri-state Associate Regional Director
Start Date: Immediately
End Date: 7-month contract
Location: Philadelphia PA
Hours per week: 16, \$10 per hour

Position

J Street is seeking a special events fellow to plan and execute projects and events in Southeast Pennsylvania and Central New Jersey in conjunction with the New York/Tristate regional team. This is an ideal part time position for applicants who want to gain knowledge about the nonprofit and political fundraising world at a fast paced and highly engaged advocacy organization. Position is 7 months and part-time, with flexibility to create your own hours. We request 16-hours/week.

Organization

J Street is the political home for pro-Israel, pro-peace Americans fighting for the future of Israel as the democratic homeland of the Jewish people. We believe that Israel's Jewish and democratic character depend on a two-state solution, resulting in a Palestinian state living alongside Israel in peace and security. Rooted in our commitment to Jewish and democratic values, J Street is redefining what it means to be pro-Israel in America. We are changing the U.S. political dynamics around Israel by mobilizing broad support for a two-state solution because it's in Israel's and America's interest. And we are expanding support for Israel by affirming — along with many Israelis — that being pro-Israel doesn't require supporting every policy of its government. J Street supports diplomatic solutions over military ones, including in Iran; multilateral over unilateral approaches to conflict resolution; and dialogue over confrontation with a wide range of countries and actors when conflicts do arise. For more on our policy positions, visit: www.jstreet.org/issues. J Street advocates forcefully in the policy process, in Congress, in the media, and in the Jewish community to make sure public officials and community leaders clearly see the depth and breadth of support for our views on Middle East policy among voters and supporters in their states and districts. We seek to complement the work of existing organizations and individuals that share our agenda. In our lobbying and advocacy efforts, we enlist individual supporters of other efforts as partners.

The J Street family of organizations includes J Street – a 501(c)(4) nonprofit which is responsible for lobbying and advocacy; JStreetPAC – a federal political action committee that endorses and raises money for federal candidates who support active American leadership to bring peace and security to Israel and the Middle East; and the J Street Education Fund – a 501(c)(3) that aims to educate communities about the need for a two state solution to the Israeli-Palestinian conflict and promote open, dynamic and spirited conversation about how to best advance the interests and future of a democratic, Jewish Israel. J Street Local, J Street's national field program and J Street U, J Street's campus movement are programs of the J Street Education Fund.

Responsibilities

- Planning operations and logistics for events
- Work with Regional staff to find appropriate venues for local events
- Work with vendors as needed
- Manage or assist with logistics and operations Outreach for events
- Calling donors and leaders to gauge interest in attending events
- Assisting Regional staff with communications to leaders to boost event attendance
- Meeting and owning event goals
- Reporting to supervisors on progress

Desired Skills and Characteristics

The ideal candidate will be a highly motivated, detail oriented, creative problem solver and self-starter. The candidate must be comfortable working with multiple staff in a fast paced campaign style atmosphere, and will possess the following characteristics:

Excellent written and verbal communication skills;

Excellent organizational skills and detail oriented;

Ability to prioritize, multitask, and manage a variety of projects and tasks while maintaining flexibility and keeping calm;

Some event and project planning experience;

Proficiency in Microsoft suite experience with database management and Excel a plus;

Highly motivated and eager to work collaboratively in a fast paced and team oriented environment;

A strong commitment to J Street's pro-Israel/pro-peace mission.

To apply, please send a resume and cover letter to resumes@jstreet.org J Street is an equal opportunity employer