



**Position Title:** Events and Programming Associate  
**Reports To:** Director of Events and Marketing  
**Start Date:** Immediately  
**Location:** J Street National Office, Washington, DC

Are you an innovative, self-starter interested in working at the intersection of fundraising, politics, policy and Jewish communal advocacy? Does the prospect of working for a growing, cutting-edge organization that is changing the way people think and talk about Israel and U.S. policy in the Middle East interest you?

**J Street seeks an experienced professional to join its Events and Programming team in Washington, DC.**

The Events and Programming department interfaces with departments across the organization and across the country to execute programs and events furthering J Street's mission. This includes, but is not limited to, event development and consultation, collaboration with the Communications department on external communications and working with the development department on J Street's national conference and gala.

The Events and Programming Associate should be a skilled, strategic planner, effective multi-tasker and highly organized self-starter. A successful Events and Programming Associate at J Street thrives on collaboration and has strong communication skills, the ability to meet tight deadlines and juggle competing priorities and a forward-looking, proactive, efficient, and results-focused mind-set.

**Responsibilities**

The Events and Programming Associate is an integral member of a five-person team that assists in executing J Street's signature events through project management, programming support, and execution of creative elements-- all with a high level of professionalism.

**Specific Responsibilities include:**

- National & Regional Event Management
  - Collaborate with Director of Events and Marketing and regional team on execution of signature and PAC events
  - Assist with site selection and arrange site visits, collaborate on catering arrangements and invites, create relationships and negotiate contracts with venues
  - Consult with Director of Events and Marketing on overall production and event timelines
  
- Event Data Management
  - Serve as main point of contact for registration development for the National Conference

- Collaborate internally with development department to ensure all processing needs are met
- Serve as point person internally and for participants to assist and troubleshoot registration and/or reporting issues
- Event Standardization and Protocol
  - Assist Director of Events and Marketing to ensure all events are executed to properly represent J Street's brand and commitment to quality
  - Work with Regional and Development teams to improve internal processes pertaining to event execution
  - Execute events consistent with protocols set forth by Director of Events and Marketing
- Management of department intern program

### **Desired Skills and Characteristics**

The ideal candidate will be a highly motivated self-starter with 3-5 years experience, comfortable working with multiple staff in a fast-paced, campaign-style atmosphere, and possess the following attributes:

- 3-5 years of event planning experience;
- Highly organized and detail-oriented;
- Ability to prioritize, multitask and manage a variety of short- and long-term projects and tasks;
- Ability to work independently and take initiative;
- Highly proficient in Excel and Word;
- Strong research and writing skills;
- Commitment to J Street's pro-Israel/pro-peace mission and a knowledge of the Arab-Israeli and Israeli-Palestinian conflicts;
- Experience with Cvent strongly preferred

### **More about J Street**

J Street is the political home for pro-Israel, pro-peace Americans working to secure the future of Israel as the democratic homeland of the Jewish people. The organization believes that preserving Israel's Jewish and democratic character depends on achieving a two-state solution, resulting in a Palestinian state living alongside Israel in peace and security.

Launched in 2008 with four staff members and a limited budget, J Street is now a \$9 million organization with a national staff of 70. The organization is headquartered in Washington, DC, and employs staff in 9 cities including Boston, Chicago, Los Angeles, New York, the San Francisco Bay Area, and Tel Aviv.

J Street focuses its work in three main areas: (1) Advocating and demonstrating support for pro-Israel, pro-peace policies in Congress, the media and the Jewish community; (2) Endorsing and raising money for federal candidates who share J Street's agenda; and (3) Educating the public and raising awareness of the Israeli-Palestinian conflict and the two-state solution.

### **Compensation and Hours**

Salary for this position will be commensurate with skills and experience. Duties may fluctuate based on J Street event and staff travel schedules. Benefits include paid vacation and sick leave, paid time off on federal and Jewish holidays, health and dental insurance, company paid life insurance, 401k and flexible spending account.

### **To Apply**

This position is available immediately. Interested candidates should submit by e-mail: 1) A cover letter that explains why you are interested and qualified; 2) A resume; and 3) A list of three references to resumes@jstreet.org with “Events and Program Associate” in the subject line.

*J Street is an Equal Opportunity Employer.*