



Position Title: Conference Organizing Fellow
Reports To: Tristate/Pennsylvania Deputy Regional Director
Location: New York City
Start Date: Immediately
End Date: 11 weeks
Hours per week: 16 hours per week, \$13 per hour

Position

J Street's Tristate/Pennsylvania Regional Team is seeking a Fellow to mobilize, energize and recruit the largest cohort of attendees ever to J Street's 2018 national conference in Washington, D.C.. This is an ideal part-time position for applicants who want to gain knowledge about the nonprofit and organized world at a fast-paced and highly engaged advocacy organization. Position is 11 weeks long and part-time, with flexibility to create your own hours. We request 24-hours/week.

Responsibilities

- Assist in recruiting the largest contingent of attendees ever to the 2018 J Street Conference from the New York Tristate Region and Pennsylvania.
- Maintain systems and resources with key regional leaders to aid in conference recruitment.
- Plan events to generate buzz and mobilize leaders to aid in conference recruitment.
- Conduct follow up with conference attendees.
- Assist with other administrative tasks of the New York regional office as necessary.
- Fellow will report to the Deputy Regional Director for the New York Tristate area and Pennsylvania.

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.

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.

To apply

Please send a resume and cover letter to intern@jstreet.org with "Conference Organizing Fellow" in the subject line.

J Street is an equal opportunity employer