



Position: Mikva Family Fellow
Reports to: Director of Operations
Start Date: June 2018
Location: Washington, DC

Position

The Mikva Family Fellowship is designed to prepare the Fellow for future work in political advocacy and organizing, particularly around issues related to Israel, US foreign policy, security, Jewish communal affairs, and pro-diplomacy efforts in the Middle East. With that in mind, the Fellow will gain insight and skill-sets critical to the work of J Street's overall legislative, advocacy, and grassroots mobilization, as well as exposure to the inner workings of a multifaceted and significant American political advocacy organization. We invite college seniors and recent graduates to apply.

The Mikva Family Fellowship, based in Washington, DC, is tailored to the personal skill-sets, interests, and ambitions of the Fellow selected. Over the course of one year, the Fellow will go through three rotations lasting four months each, working for a handful of departments within J Street, the J Street Education Fund and JStreetPAC. Alongside these three rotations, the Fellow will work with our J StreetLEAD (our "young leaders" program for young professionals) Organizer in developing that program. Rotations will be determined based on the Mikva Family Fellow's skills and interests, as well as the priorities of the organization.

The Mikva Family Fellow will be supervised by Director of Operations as well as a senior member of the team upon which the Fellow serves in any given rotation.

Key Duties and Responsibilities:

Your first ongoing projects will be working with the organizer of the J StreetLEAD program, our "young leaders" program for young professionals. In this position, you will:

- Support the National LEAD Organizer in building LEAD cohorts, developing LEADers, and building a sustainable, strategic, well-integrated new program for recent J Street U graduates
- Organize young leaders around the country for national and local campaigns
- Help develop the program for the LEAD Summer Leadership Retreat in collaboration with National LEAD Organizer and national LEADers

Below are the types of duties and responsibilities that one can expect in each departmental rotation. The Fellow will only do three rotations throughout the fellowship year.

POLITICAL AFFAIRS

- Provide substantive support for JStreetPAC, the PAC endorsement process, and associated political fundraising efforts
- Work with Political department and provide assistance to staff in our seven regions
- Help track Congressional elections/polling, researching Congressional candidates, and drafting political memos, candidate profiles, and website content
- Assist with cultivating J Street's National Finance Committee, researching prospective

political donors, and providing logistical support for political/fundraising events as needed

GOVERNMENT AFFAIRS

- Assist in the formulation and execution of strategies and tactics to advance legislative and policy priorities on Capitol Hill
- Draft, edit and analyze legislative language related to J Street priorities
- Research and draft informational materials and statements related to J Street policy issues
- Maintain up-to-date awareness and deep knowledge of relevant legislative initiatives, communal developments, campus happenings, and policy developments on our issue

J STREET U

- Help develop and execute national and regional J Street U campaign work
- Ensure successful execution of major workshops and other events on campus
- Identify key opportunities to advance the J Street's work on campus and in communities

REGIONAL

- Support the organizational and national effort to recruit for the J Street National Conference through partner organizations and regional organizers
- Support the recruitment of high level influencers for our Congressional Delegation program
- Be a part of the Capital / South regional team and support their work organizing to meet their Jewish communal, advocacy, political and development goals

COMMUNAL

- Assist in the formulation and execution of strategies and tactics to deepen J Street's work in the Organized Jewish Community in coordination with the regional team
- Support the growth of the Rabbinic & Cantorial Cabinet
- Assist in curating educational materials such as the monthly rabbinic e-newsletter and holiday-themed readings.
- Maintain the closed Facebook page for the Rabbinic & Cantorial Cabinet members

DEVELOPMENT

- Aid the Development staff with gift processing and acknowledgements
- Researching prospective donors and foundations
- Analyzing and improving J Street's direct mail and small dollar fundraising programs
- Assisting with donor relations via email and over the phone

COMMUNICATIONS AND DIGITAL MEDIA

- Support the Communications team in all major areas of media content development, especially urgent coordination and implementation of breaking stories related to American, Israeli, and Palestinian political developments
- Work on the implementation of communication strategies for Twitter, Facebook, and other social media outlets
- Develop and edit public-facing content including op-eds, letters to the editor, etc.

Required and Desired Skills and Characteristics:

- A deep and strong commitment to J Street's mission
- Excellent writing, editing, and proofreading skills
- Strong verbal presentation skills, including public speaking

- Comfort with online communications and data management
- Some knowledge of history and politics related to the Middle East, Israel, and the Arab-Israeli conflict
- Ability to be a team player and able to multitask/ manage multiple time-critical projects
- An ability to take the work seriously and simultaneously have a strong sense of humor
- Strategic thinker: the ability to identify and pursue opportunities within moments of tension and/or challenge
- An interest in and understanding of how the Israeli- Palestinian conflict plays out in American politics, campus environments, and the American Jewish community
- Interest in legislative and lobby work on a Congressional level
- Personally engaging style and eagerness to work with various team members, student leaders, Members of Congress, Congressional and campaign staff, and organizational leaders
- A strong desire to learn in a fast paced environment from a wide range of seasoned colleagues from various departments

More about J Street:

J Street is the political home for pro-Israel, pro-peace Americans working for 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 and a limited budget, J Street is now a \$9 million organization with a national staff of more than 60. The organization is headquartered in Washington, DC, employing staff in 8 cities including Boston, Chicago, Los Angeles, New York, San Francisco, Denver 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 full-time position will be commensurate with qualifications and experience. Hours and 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 for the Position:

Email resumes@jstreet.org with the subject line "Mikva Family Fellowship Application"

Include in the email:

- Cover Letter answering the questions: *Why do you want to be a Mikva Family Fellow and how will it help you achieve your personal or professional aspirations? Why are you uniquely qualified for the position? What about J Street's work is of greatest interest to you? Why?*
- Resume
- Contact Information for 3 references

J Street is an Equal Opportunity Employer.