



**Position Title:** Western Regional Operations Assistant  
**Reports to:** Director of Western Regional Operations  
**Start Date:** Immediately  
**Location:** Los Angeles, CA

Do you want to work at the intersection of politics, Middle East policy, the Jewish community and fundraising? Are you interested in joining a rapidly expanding organization that is changing the way people think and talk about Israel and U.S. Middle East policy?

### **Position**

J Street seeks a highly organized self-starter to help our Western team reach its ambitious goals. The Regional Operations Assistant is someone who is excited by the challenge of changing the dynamics that shape discussion of the Israeli-Palestinian conflict in Congress, American politics, and the American Jewish community while helping to elect pro-peace, pro-Israel Members of Congress.

J Street's mission is to change both the way American politics and the American Jewish community operate when it comes to Israel and the U.S.-Israel relationship. J Street is also home to the largest pro-Israel political action committee in the U.S., having raised \$3.6 million in the 2016 election cycle in support of more than 120 endorsed candidates, numbers which are growing in 2018. The regional offices focus on cultivating local leadership to build the organization's political and Jewish communal power to achieve those goals.

Working as an important member of the newly constituted Western Regional team, covering everything west of Colorado, the Regional Operations Assistant (ROA) will be a key partner in executing a plan that grows the organization's leadership ranks, raises operating and political funds, and advances the pro-Israel, pro-peace agenda in the American policy and Jewish communal arenas. This position is an outstanding opportunity for a talented, motivated individual to help support regional efforts for an organization whose influence and reach are growing enormously year to year.

### **Responsibilities**

The Regional Operations Assistant will be part of a dynamic, eight-person team located throughout the Western U.S. The ROA will manage regional data, identify and research prospective leaders and donors, and build events to cultivate relationships and support political candidates.

**Specific responsibilities include:**

- Keeping and maintaining regional data so it is accurate and current;
- Assisting with fundraising outreach and providing back-end support for high-impact donor and prospect events, as well as for JStreetPAC-supported candidates;
- Identifying and researching new prospective donors and leaders throughout key Western cities
- Organizing advocacy efforts at the grass-tops level on issues relating to Israel and the Middle East;
- Assisting with outreach to ensure J Street is represented at political and communal forums, and occasionally staffing local events and meetings;
- Preparing briefing materials for visits and events; and
- Performing other duties in support of the Western region and national efforts as needed.

**Desired Skills and Characteristics**

The ideal candidate will be:

- Highly organized, detail oriented, able to prioritize multiple tasks, meet deadlines, and work independently as well as in a team;
- Fluent with technology, data management, and online communications;
- A team player with a positive attitude, strong team skills, and the ability to work within a structure that includes co-workers in multiple locations; and
- Comfortable making phone calls.

Fundraising and/or event planning experience is a plus.

**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 a staff of four 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 eight cities including Los Angeles, Oakland, Denver, Chicago, New York, Boston, 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.

The J Street family of organizations is comprised of:  
J Street, a 501(c)(4) organization and registered lobby that seeks to complement the work of existing organizations and individuals that share J Street's agenda through lobbying and advocacy efforts.

The J Street Education Fund (JSEF), a legally independent 501(c)(3) organization that works to open up the conversation on Israel in the American Jewish community, educate Americans and elected officials about the urgent need for a two-state solution and organize Americans in support of active U.S. leadership to achieve this objective. JSEF's operations include its regional, J Street U, rabbinic and educational programs.

JStreetPAC, the largest pro-Israel political action committee in the U.S. and the first PAC formed to endorse and raise money for federal candidates who champion pro-Israel, pro-peace policies, including a two-state solution. In 2016, JStreetPAC distributed a record high of \$3.6 million to 124 endorsed candidates.

### **Compensation and Hours**

Salary for this entry level 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 for the Position**

This position is available immediately. Interested candidates should submit 1) A cover letter that explains why you are interested and qualified; 2) A resume; and 3) A list of three references by email to [resumes@jstreet.org](mailto:resumes@jstreet.org) with "Western Regional Assistant" in the subject line.

*J Street is an Equal Opportunity Employer.*