Position Title: Regional Operations Assistant/Associate
Reports to: National Director of Regional Operations & Strategy (NDROS)
Start Date: Immediately
Location: New York City

Are you interested in joining an expanding organization that is changing the way people think and talk about Israel and U.S. Middle East policy? Are you someone who loves to improve systems, think through how to make things run better and analyze data? This position is the backbone to how we build and maintain the systems for biggest team at J Street working to accomplish our ambitious advocacy, political, communal and fundraising goals.

Position
J Street seeks a new professional or recent graduate to serve as the Regional Operations Assistant based out of its New York City office. Working as a key support of J Street’s largest team—the Regional Team—s/he will be responsible for overseeing databases, running the back end of various meetings, organizing materials and much more!

The position will report to the National Director of Regional Operations and Strategy and work closely with the Deputy Director of Regional Operations & Strategy to ensure the highest quality of support is guaranteed for J Street’s organizers and fundraisers.

Responsibilities
The Regional Operations Assistant job is an exciting blend of data analysis & management, strategic planning, organization and logistics.

- Maintain field operations data including but not limited to lay-leadership tracking and relationships / interactions with Members of Congress,
- Analyze field operations data to reveal trends, flag issues, and help direct strategy with Director and Deputy Director of the team;
- Track and manage team budgets,
- Ensure materials and resources are up to date, organized intelligently and readily accessible,
- Manage logistics for team meetings and retreats,
- Think through and improve team systems making the them more efficient and easier to utilize, and
- Provide other administrative help as needed

Required Skills and Characteristics:
- A strong commitment to J Street’s pro-Israel/pro-peace mission;
- Highly organized with meticulous attention to detail;
- Effective verbal and written communicator with a customer-service orientation;
● Strong understanding of Microsoft Excel as well as G-Suite products (Google Docs/Sheets) and comfort working with numbers;
● Eager to work collaboratively in a fast-paced, team-oriented, and goal-driven environment;
● Ability to prioritize multiple tasks and meet numerous deadlines; and
● Initiative taker in responding to anticipated needs of others.

Other Desirable Skills and Characteristics:
● Experience with multiple database platforms as well as some experience with basic information design and reporting;
● Knowledge of Salesforce a plus;
● Experience analyzing data; and
● Experience in event and meeting planning.

Salary and Benefits
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
Please submit the three below items by e-mail to resumes@jstreet.org and indicate “Regional Operations Assistant” in the subject line:
1. Cover Letter:
2. Resume
3. List of Three References

This position is available immediately. Applications are being accepted immediately and the position will be filled as quickly as possible.

J Street is an Equal Opportunity Employer.

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 Oakland, Los Angeles, Boston, Chicago, New York, 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. ☞

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.