



Position Title: Political Assistant
Reports to: Deputy National Political Director
Start Date: Immediately
Location: Washington, DC

Position:

Over the past 10 years, J Street's political operation has grown into one of the largest and most sophisticated in national progressive politics. JStreetPAC has cemented itself as the nation's largest pro-Israel political action committee, distributing nearly \$5 million to more than 150 Congressional candidates in 2018. We now seek a team player with strong political instincts to manage the day-to-day operation of our candidate outreach efforts and serve as a key member of the DC-based political department.

Launched in 2008 with four staff and a limited budget, J Street set out to change the debate on Israel in American politics and the Jewish community. It has since grown into one of the leading advocacy and political organizations at the center of the national debate over the US-Israel relationship, promoting the importance of diplomatically resolving the Israeli-Palestinian conflict and prioritizing effective diplomacy in the Middle East. Today, J Street is a \$10 million organization with a national staff of 70 and growing.

J Street's Political Assistant will oversee the department's candidate outreach efforts in addition to playing a key role in the department's general operations.

The ideal candidate will be a self-starting, entrepreneurial thinker with strong writing and research skills and keen attention to detail. At least one election cycle of experience working on political campaigns and/or for advocacy organizations is preferred for this role.

Specific Responsibilities

- Identify, engage with and shepherd pro-Israel, pro-peace candidates and Members of Congress through JStreetPAC's endorsement process.
- Manage JStreetPAC's disbursement process of political money to candidates, track fundraising totals, and identify opportunities to fundraise for PAC endorsees.
- Handle administrative tasks, such as scheduling, liaising with compliance and fundraising consultants, and across J Street national and regional staff.
- Contribute to the organization's strategic political planning as a key member of the political team.

- Collaborate with J Street's Regional Team to create opportunities for leadership engagement with endorsed candidates and JStreetPAC. Occasional travel is a possibility.

Qualifications and Skills

- Political familiarity: The ideal candidate will be politically aware and familiar with the motivating factors that guide federal candidates and campaigns.
- Attention to detail: Succeeding in this position requires the ability to manage many projects at once while maintaining a commitment to a detail-oriented approach.
- Collaborative worker: Working across departments within the organization is essential to excelling in this role, as is working on a nimble political team.
- Familiarity with issues related to US-Israel relationship and the American Jewish community is a plus.
- Formal education requirements are less important than actual work experience.

Additional Organizational Background

J Street is the political home for pro-Israel, pro-peace Americans who want Israel to be secure, democratic and the national home of the Jewish people. Working in American politics and the Jewish community, we work to create the political space for elected leaders to pursue a diplomacy-first Middle East policy and push for a two-state outcome to the Israeli-Palestinian conflict.

As Americans, we advocate in Washington and in national politics for American policy that advances diplomatic resolution of Israel's conflicts with its neighbors. American policy plays an important role in the Middle East, and the voices of Jewish and other pro-Israel Americans are critical in shaping that policy. Through its advocacy and political work, J Street mobilizes support for American policy that helps resolve Israel's conflicts diplomatically and reshapes political perceptions of what it means to be pro-Israel.

Within the American Jewish community, we advocate that our institutions and leaders ground our relationship with Israel in the same values they apply to other issues, including freedom, justice and peace – the very principles set forth in Israel's Declaration of Independence. We urge Jewish communal officials and institutions to demonstrate leadership by speaking out in support of policies that align with our interests and values and against those that don't. We also promote vibrant and respectful discourse about Israel within the Jewish community, expanding American connections to and support for Israel.

The organization is headquartered in Washington, DC, with 6 regional hubs around the country as well as an office in Tel Aviv. The J Street family of organizations includes J Street – a 501(c)(4) non-profit which is responsible for lobbying and advocacy; JStreetPAC – a federal political action committee that endorses and raises money for federal candidates; and the J Street Education Fund – a 501(c)(3) that works through community engagement, education and programming to advance J Street's work.

Compensation and Hours

Salary and title 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

Interested candidates should submit by **e-mail**: 1) cover letter that explains why you are interested and qualified; 2) resume; and 3) list of three references to resumes@jstreet.org and indicate “Political Assistant” in the subject line.

J Street is an Equal Opportunity Employer.