



## TAMID GROUP

### TAMID Fellowship Program Coordinator

#### Job Description

*Are you excited about working with business-minded students? Do you want to help them grow as leaders? Are you an effective communicator who likes to bring ideas and insights to people and groups?*

**TAMID Group** seeks an energetic, motivated, communicative and organized professional to serve as Fellowship Program Coordinator. This individual will:

1. Be accountable, in partnership with student leaders and Israel team, for the implementation and success of TAMID Group's summer Fellowship Program.
2. Develop relationships with companies and partner organizations in order to help with long term growth of the organization.
3. Communicate with student interns and manage a team of intern coordinators to ensure success of the summer Fellowship experience.
4. Be a major contributor to the growth of the organization, contributing both internally and externally.

#### **About TAMID Group:**

TAMID trains the next generation of top business leaders and provides them with a strong and lasting connection to Israel. This takes place through a series of programs aimed at college students and graduates:

1. A comprehensive education curriculum
2. Pro-bono consulting for Israeli startups
3. Capital market investment research
4. A summer internship program in Israel
5. Professional and social networking with TAMID students after they graduate

#### **Detailed Job Responsibilities:**

- **Oversee Internship related aspects of the TAMID Fellowship:**
  - In coordination with Assistant Director, train and oversee (Seasonal) internship coordinators
  - Serve as Liaison between the Fellows and Companies
  - Meet with host company managers before and during the summer
- **Assist with logistics, planning, and implementation of the Fellowship program:**
  - Assist with the planning leading up to the summer including internship matching, in-office company visits, communication with partner organizations
  - Assist with Fellowship evening and weekend programming
  - Run programming and workshops for (and with) students
- **Communications/Administrative**
  - Develop/distribute external communication related to Fellowship
  - Serve as Salesforce lead for Israel team
  - Other administrative tasks as identified by the Fellowship Director and Executive Director

**The ideal candidate will have:**

- Bachelor's degree (preferred)
- 1-3 years of work experience
- Direct supervision of multiple staff members or volunteers a plus
- A self-starter with the ability to work independently
- Ability to anticipate, plan, and prioritize
- Experience working directly with highly-motivated undergraduate students (preferred)
- Demonstrated ability to establish and maintain strong relationships
- Proven to be goal-oriented, project-oriented and achievement-oriented
- Excellent oral and written communication skills
- Passion for the work and mission of TAMID Group
- Experience in organizational development, technology start-ups, business, and/or entrepreneurship is a plus
- Speak Hebrew and English proficiently

TAMID is offering competitive salary and benefits commensurate with level of experience.

To apply, please submit a resume and cover letter to [summerfellowship@tamidgroup.org](mailto:summerfellowship@tamidgroup.org) with "Fellowship Program Coordinator" as the subject.

TAMID is an Equal Opportunity Employer. The organization does not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, sexual orientation, or national origin.