



## TAMID GROUP

### TAMID Fellowship Summer Program Coordinator

#### Job Description

May - August 2019

**TAMID Group** seeks two energetic, motivated, communicative and organized professionals to serve as Fellowship Program Coordinators. These individuals will:

1. Be accountable, in partnership with student leaders and the Israel team, for the implementation and success of TAMID Group's summer Fellowship Program.
2. Communicate with student interns and community managers to ensure success of the summer Fellowship experience.
3. Contribute to event planning and trips that take place throughout the summer.

#### 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:

- Contribute to orientation and registration efforts:
  - Run orientation sessions for Fellows
  - Staff registration and arrival of 240 TAMID Fellows across two sessions
- Assist with logistics, planning, and implementation of the Fellowship program:
  - Assist with the planning leading up to the summer including: events, workshops and professional development
  - Assist and attend Fellowship evening and weekend programming
  - Run programming and workshops for (and with) students
  - Be on call for emergencies
  - Lead closing sessions
  - Assist with other programming and events as they arise
- Communications/Administrative
  - Assist with creation of external communication related to Fellowship
  - Other administrative tasks as identified by the CPO

**The ideal candidate will have:**

- Bachelor's degree (preferred)
- 1-3 years of work experience (preferred)
- Availability to work evenings/weekends as needed
- A self-starter with the ability to work independently
- Ability to anticipate, plan, and prioritize
- Experience working directly with highly-motivated undergraduate students (bonus)
- 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 Social Media/Marketing is a plus
- Speak Hebrew and English proficiently

This is a temporary position from early May - mid August 2019. 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 Seasonal 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.