



TAMID GROUP

TAMID Group - Fellowship Program Associate (Full Time, Tel Aviv/Hybrid)

Are you excited about working with high caliber college students from the USA and around the world?

TAMID Group is seeking a Program Associate who will work alongside our team on our Summer Fellowship Program.

This individual will:

1. Be accountable, in partnership with student leaders and the Israel team, for the administrative and pre-programmatic functions of the TAMID Group's Summer Fellowship Program.
2. Be the point person responsible for communication with the candidates for the 2022 Fellowship.
3. Contribute to planning and logistics of the Fellowship program.

About TAMID

TAMID trains the next generation of leaders and provides them with a strong and lasting connection to Israel. This takes place through a series of programs aimed at students and graduates at 61 college campuses including:

- A comprehensive education curriculum for new members
- Pro-bono consulting for Israeli startups
- Capital market investment research
- A summer internship program in Israel
- Professional and social networking with TAMID students after they graduate

Role & Responsibilities

- Support the team with the full lifecycle process of application and registration of participants including internship matching.
- Responsible for full communication with applicants, including emails and phone calls
- Manage financial aid, payment collection, and processing from participants
- Responsible for collecting required documentation and data from participants
- Assist Fellowship Director and Program Manager with creation of program and marketing materials
- Work together with TAMID's student leadership who will be involved in all decision-making and implementation
- Other administrative responsibilities as assigned by Fellowship Director
- Take responsibility for any pre-program preparation ie. swag, apartment/housing preparations



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The ideal candidate will have:

- Bachelor's degree (preferred)
- 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

Compensation:

The position offers competitive compensation and benefits commensurate with experience.

Location & Travel:

The position will be located in Tel Aviv, with some remote work possible. There will also be travel around the country during the Fellowship months.

Application Instructions:

To apply, please submit a resume and cover letter to summerfellowship@tamidgroup.org.

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TAMID expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of TAMID's employees to perform their job duties may result in discipline up to and including discharge.