



Fellowship Program Manager, TAMID Group (Full Time; from June 2024; Tel Aviv/Hybrid)

Are you excited about working with high caliber college students and young professionals? Are you passionate about connecting future leaders with Israel? Do you enjoy designing and implementing systems that contribute to stronger programs? Are you a team player looking to join a vibrant team in a dynamic work environment?

TAMID Group seeks a **Program Manager** who will help take our team to the next level and contribute to our Summer Fellowship Program. This individual will:

- 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
- Shadow the outgoing Senior Program Manager and learn how to effectively communicate with the candidates for the 2024 Fellowship, while contributing to those communication efforts
- Contribute to planning and logistics of the Fellowship program henceforth

The **Fellowship Program Manager** will report directly to TAMID's Fellowship Director.

About TAMID Group:

TAMID facilitates experiential education and cultivates relationships to create a strong, lasting connection to Israel for emerging professionals. This year, we will serve 3,000+ members in 58 chapters located on college campuses around the world and more than 7,000 alumni members. We reach our members through a series of programs:

1. An on campus, education curriculum
2. Pro-bono consulting for Israeli startups
3. An Israel-focused investment fund portfolio
4. A summer internship program in Israel (***PM role focused on this program area***)
5. Leadership programming targeted toward members in Junior/Senior year
6. Community building, professional development, and Israel engagement for alumni

Detailed Job Responsibilities:

- Refine and implement full process of Fellowship application and registration of participants including internship matching [*Monday.com* and *TAMID Matching App*]
- Maintain regular contact with other TAMID departments and team members (company relations, member experience, development, marketing and alumni) through regular meetings and asynchronously [*Slack*]
- Responsible for full communication with applicants, including emails and virtual meetings [*Mailchimp, Zoom*]
- Manage financial aid, payment collection, and processing from participants [*Stripe*]
- Responsible for collecting required registration documentation and data from participants [*Monday.com, Salesforce*]
- Assist Fellowship Director with creation of program and marketing materials [*Canva*]
- Work together with TAMID's global student leadership who will be involved in decision-making and various parts of program process implementation
- Support in creating educational content for Fellowship
- Other administrative responsibilities as assigned by Fellowship Director
- Take responsibility for any pre-program preparation ie. swag, apartment/housing preparations
- Work together with TAMID's logistics provider/trip organizer who oversees community managers and coordinate logistics for trips, housing, general programming, throughout the summer



The ideal candidate will have:

- Passion for the work and mission of TAMID Group
- 3+ years of experience in program operations and/or project management
- Proficiency in any/all of the following areas is a plus: Google Workspace, Salesforce, Monday.com, FormTitan, MailChimp, and Canva
- Ability and willingness to learn new software products in order to maximize their usefulness and contribute ideas to improve our systems and processes
- The ability to anticipate, plan and prioritize in a dynamic, fast-changing environment with little predefined structure
- Demonstrated ability to collaborate with colleagues
- Excellent oral and written communication skills
- Experience with (preferred) or passion for (minimum qualification) working with high-achieving college students and young professionals
- Strong command of spoken/written Hebrew a plus

Benefits:

- Competitive non-profit salary and vacation day structure
- Monthly phone, wellness, and work from home stipends
- Flexible and human-centered work environment

This is normally a hybrid position, with 2 days/week in the office in Tel Aviv. Due to the current situation, TAMID's Israel team is currently remote, but the role is expected to be present in Tel Aviv for the duration of the Fellowship and open to returning to a hybrid set-up in the future. Most of the members of the team are based in Tel Aviv. We frequently connect with team members in the US via zoom and slack. We largely maintain Israeli business hours, with flexibility as needed - especially during the summer.

Hiring Process and Timeline:

- Applications will be accepted on a rolling basis
- We are aiming to have the interview process (three stages) completed by late May, 2024
 - 1st round interview: Fellowship team (Director and outgoing Senior Manager)
 - 2nd round interview: TAMID Student Representatives
 - 3rd round interview: Member of TAMID Executive Leadership Team
- The role will officially begin in June, 2024

To apply [please submit a resume & cover letter here](#).

TAMID Group provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, TAMID complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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.