



TAMID GROUP

Program Associate, TAMID Group

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?

TAMID Group seeks a systems thinker for the Program Associate role on our Member Experience (MX) team. This individual will:

- Directly oversee programming for students interested in establishing a TAMID club on their campus and supporting their journey as they become a new TAMID chapter
- Create, implement, and optimize processes to support TAMID's college student and young professional members

The Program Associate will report directly to TAMID's Senior Director of Member Experience.

About TAMID Group:

TAMID facilitates experiential education and cultivates relationships to create a strong, lasting connection to Israel for emerging professionals. In the Fall, we will serve 4,000 student members in 57 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 education curriculum
2. Pro-bono consulting for Israeli startups
3. An Israel-focused investment fund portfolio
4. A summer internship program in Israel
5. Leadership programming targeted toward members in Junior/Senior year
6. Community building, professional development, and Israel engagement for alumni

Detailed Job Responsibilities:

The main responsibilities of this position fall into the following areas:

- Expansion Program Oversight (60-70%):
 - Manage all aspects of the process wherein groups of students create new TAMID Chapters on their campuses (known as TAMID Beta)
 - Communicate with students, providing both support and critical feedback
 - Prepare incoming chapters for success
 - Work collaboratively to involve student leaders and TAMID professionals in the process
 - Manage the evaluation of prospective chapters
 - Oversee chapters through their first 1-3 semesters to ensure integration into the organization



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- Program Operations (30-40%):
 - Provide general system support for Alumni, Education, Consulting, Investment Fund, Leadership programs, for example:
 - Improving our tracking process for member involvement and attendance
 - Manage file organization and accessibility
 - Integrating systems whenever possible to streamline workflows, including sign up forms, calendars, etc
 - Supporting our student fundraiser, TAMID Together
 - Creating content (loom videos, FAQs, etc) to help program staff and students better utilize our systems
 - Oversee crucial membership processes and systems, including:
 - TAMID Portal: chapter rosters, resource library, alumni contacts
 - Chapter Budgets: approving and logging expenditures; overseeing chapter debit card usage
 - Support students in their use of the TAMID matching platform, which is used to connect students directly with experiential opportunities with Israeli companies
 - Partner with Operations team to integrate systems, automate processes, upgrade workflows using Monday.com, FormTitan, Google Suite, Calendly, Salesforce, WordPress
 - Support program measurement and evaluation through survey distribution, data compilation, basic information analysis

The ideal candidate will have:

- Passion for the work and mission of TAMID Group
- A Bachelor's degree
- 1+ years of experience in program operations and/or project management
- Ability and willingness to learn new software products in order to maximize their usefulness
- Proficiency in any of the following areas is a plus: Salesforce, Monday.com, FormTitan, WordPress
- Experience with (preferred) or passion for (minimum qualification) working with high-achieving college students and young professionals
- The ability to anticipate, plan and prioritize in a dynamic, fast-changing environment with little predefined structure
- Demonstrated the ability to collaborate with colleagues
- Excellent oral and written communication skills

Benefits:

- Leaving your mark on a dynamic non-profit organization
- Working remotely from your chosen location within US
- Paid vacation time and sick leave



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- Paid holidays, including Jewish and American holidays
- High quality medical, vision, dental, short & long-term disability plans
- 401k match after 1 year of work
- Monthly gym, phone, and work from home stipends

This is a fully remote position. Most of the members of the team are based on the east coast. We frequently connect with team members in Israel via zoom and slack. We largely maintain east coast business hours, with flexibility as needed.

Salary for this role is \$50,000.

Hiring Process and Timeline:

- Applications will be accepted on a rolling basis, with preference given to those submitted by August 21, 2024
- The interview process will be wrapped up in mid/late September with an anticipated start time in September or October

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.