



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? Are you an effective communicator who likes to bring ideas and insights to people and groups?

TAMID Group seeks a detail-oriented professional to act as the Program Associate for our Consulting program, as part of our Member Experience (MX) team. This individual will:

- Assist in developing and implementing a comprehensive consulting program that connects undergraduate students with Israeli companies/startups for remote consulting projects
- Work closely with student leaders, as well as TAMID's Membership Experience (MX) and Company Relations teams to ensure the program's success

About TAMID Group:

TAMID facilitates experiential education and cultivates relationships to create a strong, lasting connection to Israel for emerging professionals. We serve 4,000 student members at 57 chapters located on college campuses around the world, as well as more than 9,000 alumni members working in a variety of professional fields. We reach our members through a series of programs:

1. A comprehensive education curriculum
2. Pro-bono consulting for Israeli startups
3. An Israel-focused investment portfolio
4. A summer internship program in Israel
5. Community, professional development, and Israel engagement for alumni

Detailed Job Responsibilities:

- Program Oversight:
 - Facilitate effective communication with students regarding program updates, opportunities, and expectations
 - Collaborate with student leaders to understand their needs and ensure alignment with program objectives
 - Maintain an organized database of participating students, ensuring accurate and up-to-date information
 - Respond promptly to issues as they arise, providing both support and critical feedback when necessary
- Member Engagement:
 - Provide mentorship and guidance to students, fostering their professional development and enhancing their consulting skills
 - Develop resources and training materials to equip members with the necessary skills for consulting projects in partnership with TAMID alumni and company partners



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- Collaboration and Partnership:
 - Work closely with the MX and Company Relations teams to ensure alignment between member experiences and consulting opportunities
 - Support Program Operations Associate in ensuring that new chapters are prepared to succeed in the Consulting program
 - Partner with TAMID team and external partners to ensure the annual TAMID Case Competition runs smoothly and reaches a broad audience
 - Act as a team player to ensure the overall success of Chapters, including support of other program areas and TAMID Together, our annual student fundraiser
- Performance Evaluation:
 - Monitor student success at all stages of the Consulting program
 - Continuously assess the effectiveness of the program and make data-driven improvements by implementing the use of metrics and key performance indicators (KPIs)
 - Oversee application process for specialized Financial and Tech Consulting tracks

The ideal candidate will have:

- Passion for the work and mission of TAMID Group
- A Bachelor's degree
- 1+ years of experience in program management
- Proven ability to simultaneously manage multiple detailed projects
- Have the ability to anticipate, plan, & prioritize in a dynamic environment with little predefined structure
- Have the ability to collaborate with colleagues and undergraduate students -- serving simultaneously as a respectful partner and a role model
- Excellent oral and written communication skills

Benefits:

- Leaving your mark on a dynamic non-profit organization
- Paid vacation time and sick leave
- 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 in the U.S with a strong preference for candidates located on the east coast. We frequently connect with team members in Israel via zoom, Slack, and monday.com, including with key partners for the Consulting program. We largely maintain east coast business hours, with flexibility as needed. This position requires occasional evening/weekend hours and occasional domestic or international travel.



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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 by mid/late-September, with an anticipated start time in September or October.

Submit your application [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.