



TAMID Group - Alumni Program Associate

Overview: The Alumni Program Associate plays a vital role in fostering meaningful engagement among the 10,000+ TAMID Alumni worldwide. TAMID Alumni are individuals who were active in their TAMID chapter during their undergraduate years. This position supports the continued development of a vibrant, engaged alumni network that advances TAMID's mission of strengthening the relationship between young professionals and Israel. Through events, initiatives, and strategic outreach, the Alumni Program Associate helps ensure that TAMID Alumni remain connected to each other and to the organization and its mission.

This role is ideal for someone who is energized by community-building, excels at relationship management, thrives in event planning, and is passionate about connecting professionals to Israeli companies. While TAMID is a nonprofit, we operate like a small startup in a fast-paced environment.

The Alumni Program Associate is a newly created position, in line with TAMID's strategic priorities to more deeply engage alumni. The position will report to TAMID's Alumni Program Director.

About TAMID Group: TAMID facilitates experiential education and cultivates relationships to create a strong, lasting connection to Israel for emerging professionals. 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. An Israel-focused investment portfolio
4. A summer internship program in Israel
5. Community, professional development, and Israel engagement for alumni

Job Responsibilities:

- **Programs & Events (60%)**
 - In partnership with alumni volunteers, lead the planning and execution of professional and social events that cultivate community, foster professional development, and strengthen alumni connections to Israel.
 - Events are regularly scheduled in our core cities: Chicago, Los Angeles, Miami, and NYC; events also take place virtually, across the US, and globally.
 - Manage event logistics, communications, and follow-up to ensure a seamless experience that reflects TAMID's brand and values.



- Take ownership of additional, non-event program offerings, and take on ad hoc projects that improve the alumni experience and operational efficiency.
- **Community Engagement (30%)**
 - Build relationships with alumni members to understand their interests and goals.
 - Connect alumni with student leaders for volunteer opportunities with chapters, namely, speaking with the chapter about their TAMID and career journey.
 - Communicate and collaborate with alumni volunteer leadership.
- **Operations & Communications (10%)**
 - Curate and draft content for the monthly alumni newsletter.
 - Write targeted outreach messages to promote events, programs, and opportunities to relevant alumni segments.

The ideal candidate:

- Has a bachelor's degree and 1-3 years of success in programming, community engagement, event planning, or related field.
- Thrives in a fast-paced, dynamic environment and is confident in managing multiple projects simultaneously.
- Naturally builds and maintains strong professional relationships.
- Demonstrates strong organizational skills, attention to detail, and a solutions-oriented mindset.
- Is goal-driven and proactive, with a strong sense of ownership and follow-through.
- Exhibits a passion for the work and mission of TAMID Group.

Salary and Benefits:

- Leaving your mark on a dynamic, growing non-profit organization
- Working remotely from your chosen location within the US
- Occasional travel
- Paid vacation time and sick leave
- Paid holidays, including Jewish and American holidays
- Comprehensive medical, vision, dental, short & long-term disability plans
- 401k match after 1 year of work
- Monthly wellness and work from home stipend, phone reimbursement

This is a fully remote position within the US. The US team maintains East Coast business hours, with flexibility as needed. We frequently connect with team members in Israel via Zoom and Slack. Given the nature of this role, expect occasional evening/weekend work, as well as some travel for events, etc. The salary for this role is \$50,000 annually.

Hiring Process and Timeline:

- Applications will be accepted on a rolling basis, with preference given to those submitted by July 18, 2025.



- We anticipate that the interview process will include four conversations with TAMID staff and alumni and will be wrapped up by late August.
- Anticipated start time will be in mid-September.

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.