

## The Arava Institute is seeking a Campus Life Coordinator

(אב/אם בית)

### Job description

The job of the coordinator is to take a holistic approach to the care of the students and interns of the Arava Institute. The coordinator is directly responsible for the students' physical, mental and emotional well-being and for the day-to-day running of the Arava Institute campus.

### The role of the Coordinator is:

- To be directly responsible for students well-being (physically, mentally and emotionally)
- Running the day to day operations of the campus; campus maintenance, social activities, campus administrative issues such as budget management, coordination of alumni visits on campus and the observance of campus life rules and regulations.
- To work with the Campus Life Director to create a supportive campus environment (social, physical, and cultural) and rich campus life program
- Attend campus life programming, events, and trips
- To supervise the Program Associates
- The contact person for the kibbutz regarding day-to-day student interaction with the kibbutz community.

### Requirements:

The coordinator must be a warm, organized, and empathetic individual with strong communication skills who enjoys working as part of a team.

A suitable candidate must have:

- An interest and enthusiasm for working with young adults.
- Excellent interpersonal skills with ability for creative thinking and problem solving.
- Availability for work hours which are flexible and unconventional on a regular basis during semester
- English and Hebrew proficiency, Arabic an advantage
- An enthusiasm about the vision and the goals of the Arava Institute
- A valid Israeli driver's license

### Conditions of employment:

- Full-time employment
- Unconventional and flexible hours
- **Must live on Kibbutz Ketura**
- Works under the supervision of the Campus Life Director
- Approximate start of work: July - August 2018.

If you are interested in the position, please send your CV to Eliza Mayo at the Arava Institute: [eliza@arava.org](mailto:eliza@arava.org)