



## The Arava Institute is seeking a Short Programs Associate

### Job description:

The job of the Short Programs Associate is to work in coordination with and assist the department head to produce and manage educational, awareness-raising, fundraising events, and programs throughout the year

### The role of the associate is:

- To assist the department head in the logistics, coordination and operation of short programs, including courses, tours, conferences and events.

### Skills required:

- High attention to details
- Excellent interpersonal skills with ability for creative thinking and problem solving.
- Able to be both a team player and to work independently
- Availability for work hours which are flexible and unconventional
- English and Hebrew proficiency
- Computer proficiency – Microsoft Office and Google Docs
- Enthusiasm about the vision and the goals of the Arava Institute
- Previous experience in logistics and/or event planning preferred

### Conditions of employment:

- Half-time employment
- Unconventional hours
- Works under the supervision of the Short Programs Director
- Approximate start of work: July - August 2018.

Applicants can apply to this tender for this position only, or combined with the tender for Track II associate.

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)