



**We are looking for Program Associates for the coming
the 2022-2023 Academic year (August 2022-June 2023)**

Job description:

Program Associates are responsible for assisting the Campus Life Coordinator Aviv , with the daily running of our campus program. The Program Associates work under the direct supervision of the Campus Life Coordinator, alongside the Campus Life Director, Illana and are members of the academic department.

Specific tasks include:

- Assisting the Campus Life Coordinator with running the campus such as day to day care of students, campus maintenance, coordinating the social and campus life calendar, and as a partner in taking care of students' health and wellbeing.
- Acting as a partner with the academic department in our endeavor to analyze and identify the needs and goals of the students and interns. Program Associates are instrumental in helping the Institute promote a program that is growth-oriented and satisfying.
- Leading and organizing student activities, parties, and trips and coordinating student committees.
- Assisting the PLS and EL coordinators with implementation of their seminars as required.
- Being involved in community building and environmental leadership initiatives.
- Assisting students with personal issues as they arise and assisting the Campus Life Coordinator in providing a framework of support.
- Hosting guests to the institute.

Skills required: A suitable candidate must

- Be passionate about the ideology and the goals of the Arava Institute.
- Be organized with strong communication skills, be comfortable working with groups, and have the ability to reach out and connect with a wide range of people.
- Be responsible and a good team player.
- Be willing to take leadership on student and community initiatives.
- Be flexible and have an understanding that this is a 24/7 position including weekends.
- Be motivated and a good listener energetic and a good sense of humour is helpful.
- Have good computer skills (word , excel, social media)
- Have a high level of English (Hebrew and/or Arabic are an advantage)



- Have a valid driver's license preferred.

There will be long workdays and unconventional hours, but you will be surrounded by other hardworking and committed individuals.

The position begins in August 7, 2022 and finishes June 22, 2023. Compensation provided for the Program Associates has been adjusted according to the pay scale of the Arava Institute.

If you are interested in the position, please send your CV to Illana Leizin, St_Life@arava.org by 1st May 2022.