

The Arava Institute is seeking: Israel Ride Director

Job description:

The job of the Israel Ride Director is plan and implement an annual international bike ride and to work with the Director of Short Programs Department to facilitate educational, awareness-raising, fundraising events, seminars, and programs throughout the year

Specific Responsibilities

- Responsible for the year round planning and implementation of the Israel Ride, including hiring and managing Ride staff and crew, on-the-ground logistics and budgeting.
- Works in conjunction and cooperation with other Israel Ride staff in Israel and the USA.
- Main liaison to Israel Ride Board of Directors, security forces, Kibbutz Ketura and Institute staff.
- Works under the direction of the Director of Short Programs Department on all tasks needed for the Israel Ride and other short programs including eco-tours, short courses, conferences, workshops, and internal Institute logistics, events, and trips

Requirements

- Reliable, responsible, can work independently but is also a team player
- Fluency in both English and Hebrew reading, writing and conversation
- Strong organizational and time management skills, detail-oriented
- Computer proficient (Microsoft Office)
- Valid driver's license
- Presence in the AIES office at least 3 days per week, and during all events required
- Southern Arava residency - preferred
- Available for large amounts of flexible and unconventional work hours, able to work under pressure and for long hours
- Previous experience in program logistics – preferred
- Previous experience in budgeting and implementing budgets - preferred

Supervision: Director of Short Programs Department

Position: Full-time position

Commencement of position: immediate

Please send your CV to tali@arava.org