

TITLE: Coordinator of Israel Engagement
DEPARTMENT: Impact
REPORTS TO: Director of Israel Engagement
STATUS: Non-exempt, Part-time (25 hours per week)

Job Summary: The Coordinator of Israel Engagement plays a key role in the success of the Atlanta Israel Gap Year Fellowship and supporting the host family initiative within the Schoenbaum Shinshinim program. Under the supervision of the Director of Israel Engagement, this position will be responsible for managing and growing the Atlanta Israel Gap Year Fellowship to connect more teens to meaningful immersive experiences in Israel. In partnership with the Schoenbaum Shinshinim Manager, this position will also oversee and facilitate the recruitment of Shinshinim host families throughout the program year.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Shinshinim Host Families

- Lead the design, execution, and support of the host family component.
- Build awareness through marketing efforts and strategic collaboration with JTeen’s parent connectors and the JTeen professional network.
- Recruit host families from the Greater Atlanta community to house Shinshinim for semester-long placements.
- Evaluate potential host family suitability, including home visits and family interviews.
- Plan and facilitate gatherings or touchpoints to build community among current, past, and prospective host families.
- In partnership with the Shinshinim Program Manager, provide structured training and individualized support to prepare families for hosting, including orientations, resource materials, and troubleshooting guidance throughout their hosting term.

Atlanta Israel Gap Year Fellowship

- Cultivate and maintain relationships with a wide network of Gap Year programs in Israel.
- Evaluate new and existing programs for alignment with the fellowship's standards and goals.
- Serve as the point person for all communication related to the Gap Year Fellowship - including correspondence with teens, parents, program partners, and Masa Israel Journey.
- Partner with the research and evaluation firm Informing Change to administer, analyze, and report on all Gap Year-related surveys and feedback tools.
- Oversee all marketing, in collaboration with the Marketing Department:
 - Maintain and update website content, application forms, digital flyers, and print materials.
 - Collect testimonials and relevant stories from current participants, alumni, and their families to showcase in promotional efforts.
- Plan and execute engagement opportunities to promote the Fellowship:
 - Organize and represent the program at high school college fairs, community information sessions, and in collaboration with college counselors at both public and private high schools.

- Build relationships with school administrators and teen-facing professionals to expand awareness and recruitment channels.
- Partner with relevant Federation professionals via their programs and networks to further amplify program visibility and reach diverse audiences.
- Coordinate the entire recruitment and selection process, including outreach, candidate interviews, and placement matching.
- Manage all program logistics, including timelines, application processing, and correspondence with teens and families.
- Serve as the primary liaison to both Masa and the Zalik Foundation.
- Oversee all reporting requirements, funding processes, and partnership communications.
- Participate in regular meetings and ensure timely, accurate documentation of financials and program outcomes.
- Partner with Eliad regarding fellowship touchpoints in Israel.
- Stay informed on the unique attributes of each approved Gap Year program to guide teens and families in identifying the most suitable match based on interests, goals, and learning style.
- Other duties as assigned.

QUALIFICATIONS:

Bachelor's degree and/or 2 years' relevant work experience. Excellent written and verbal communications, organization skills, and attention to detail. Strong interpersonal skills with the ability to positively and successfully interact with all members of the organization and external stakeholders. Technology proficiency in Outlook, Word, Excel, and PowerPoint. Salesforce or other CRM experience a plus. Proactive, flexible, collaborative, and comfortable multi-tasking effectively in a fast-paced environment. Demonstrates good judgment, consistent follow-through, and problem-solving skills. Has a positive attitude and displays a high level of professionalism and confidentiality at all times. Must have valid state of Georgia driver's license, reliable transportation, and proof of automobile insurance.

PHYSICAL REQUIREMENTS:

Position requires intermittent standing, walking, and occasional periods of time sitting at a desk/table. The employee must occasionally lift and/or move up to 25 pounds.

COMPENSATION:

The pay rate for this role is \$26 - \$27 per hour; approximately \$34,000 - \$35,000 per year.

Jewish Federation of Greater Atlanta is an equal opportunity employer.