

## Job Posting – Program Manager, Dor Chadash-LA

*Organization:* Dor Chadash-LA

*Position:* Program Manager

*Website:* [www.dorchadashla.org](http://www.dorchadashla.org)

*Employment Type:* Full-Time

*Location:* Los Angeles, CA

*Start Date:* February 15

### Can You Bring a Slice of Israel to America?

*Dor Chadash, the leader in Israel-based programming for 25-45 year-old Israeli and American Jewish young professionals, is seeking a uniquely talented **Program Manager** for its Los Angeles office.*

#### **JOB RESPONSIBILITIES**

The Program Manager (PM) will know Israeli culture inside and out and will feel confident to speak about this topic in various settings.

The PM will be able to articulate the vision and mission of Dor Chadash

The PM will also need to demonstrate knowledge of Israel that reflects Dor Chadash's programmatic versatility, including social events, film screenings, volunteer opportunities, and concerts with major Israeli stars.

Program Manager will help Dor Chadash-LA's committee execute the kind of cutting-edge programming that makes this organization truly unique.

Once ideas have been conceived, the PM will handle all logistics, including: securing venues, handling of budgets, negotiations with vendors, etc.

The PM will be dealing with Lay Leaders on a regular basis. He/She will be encouraging and motivating them to donate their time and efforts to Dor Chadash.

The PM will produce weekly newsletters highlighting Dor Chadash's past and future events.

The PM will report directly to the National Executive Director in New York.

The PM will attend all Dor Chadash committee meetings. The PM will be responsible for meeting minutes and email reminders (either by delegating this task or producing them)

## **QUALIFICATIONS**

- The PM will be a master at organization and logistics with a proven track record of handling multiple events, productions and projects simultaneously.
- The PM will have excellent leadership and people skills. Part of the job will consist of managing Dor Chadash's highly-valued lay leaders and volunteers.
- The PM will be technologically savvy; he/she will know how to work efficiently and effectively, particularly in regards to communication and the management/maintenance of an extensive volunteer/participant database.
- Passion for Israel and for the mission of Dor Chadash, especially its role of bridging the Israeli and American Jewish communities. Must have knowledge of Israeli culture and society
- High energy and enthusiasm – a motivated self-starter who can handle an entrepreneurial environment
- Fluency in Hebrew (spoken – required), (reading & writing – preferred)
- Proven administrative, organizational, and interpersonal skills
- Ability to think “outside the box”
- Must be able to work some evenings and Sundays (as required)
- Have knowledge of the Jewish and Israeli community in LA.
- Ability to work successfully as a team player with multi-faceted constituencies, including volunteers, colleagues, Israeli Government representatives, and the community at-large.

### **If this job sounds GREAT to you AND you meet the qualifications!**

Please send resume, cover letter and base salary expectations to: [Hannah@dorchadashusa.org](mailto:Hannah@dorchadashusa.org). Please note: Responses will be sent to relevant applicants only. No phone calls please. Salary is commensurate with experience.

## **INTERVIEWS**

Interviews will be conducted in English and Hebrew.

## **ORGANIZATION INFORMATION**

Dor Chadash USA, Inc. ("New Generation"), a 501(c) 3 national organization governed and headquartered in New York, aims to build a community of Israeli and American Jews who celebrate a mutual passion for Israel. Through cutting-edge programs, stimulating speakers series, business networking functions, volunteer and community-building activities, and social events, Dor Chadash engages Israeli and American Jews and acts as a catalyst in the creation of life-long ties amongst these young professionals while reinforcing their bond with Israel.