



## Canada Israel Experience Registration Coordinator

If you are still dreaming about your unforgettable trip to Israel and are looking for an entry-level job to kick-start your career, then look no further!

We are looking for a full-time Registration Coordinator to join our national office team in Toronto. We are a fun, dynamic, and passionate team who are dedicated to sending young Jewish Adults to Israel. The Registration Coordinator is responsible for processing all Canada Israel Experience (CIE) applications for programs such as Birthright Israel and CIE private groups. You will be the point of reference for applicants who have questions about their registration, as well as managing and maintaining our database with accurate information. This fulfilling position will help thousands of young adults get one step closer to going to Israel!

The Registration Coordinator reports to the Director of Registration and provides administrative support to the team while maintaining a high level of customer service to the public.

### Responsibilities:

- Answering applicant emails and phone calls in a timely manner
- Birthright Israel & CIE Database management and organization
- Birthright Israel pre-trip interviews with our applicants
- Process trip deposit, refunds, and cancellations
- Follow up with applicants on eligibility matters in an appropriate and discreet manner
- Assist with all logistical details before Birthright Israel and CIE private groups depart for Israel, such as Tickets, nametags, group binders etc.
- Main liaison for our CIE private groups prior to and during the trips
- Assist with mailings, and general administrative office tasks
- Any other related activities and tasks as deemed necessary by Upper Management
- Involves some evenings and weekends

### Qualifications:

- Bachelor Degree or College Diploma required
- Administrative experience required
- Proficiency in MS Excel, MS Word and MS Outlook is a must
- Knowledge of operating standard office equipment
- Excellent communication and organization skills, with a high attention to detail
- Ability to prioritize projects under strict timelines
- Experience in travel coordination is a plus



**About us:**

Canada Israel Experience (CIE) is the leading Israel program organizer in Canada offering unforgettable trips to Israel for youth and young adults. We want young Jewish people across Canada to come to Israel: see it, experience it, talk about it, and think about what Israel means for them and the Jewish people (and put those feelings into action in their home communities). CIE creates a meaningful Jewish journey with each trip, handcrafted by our team, to bring participants the most incredible moments of their lives. Since established in 1996, CIE upholds a tradition of excellence in providing the highest standards of education, logistics, and safety. CIE programs include but are not limited to Birthright Israel, March of the Living Canada, March of Remembrance and Hope, Canadian school groups and camp travel initiatives.

CIE is a department of Jewish Federations Canada-UJA and is generously supported by local federations across Canada and the Education Department of the Jewish Agency for Israel.

**If you are interested and qualified for this position please submit your resume and cover letter quoting REF # CIE 316 by December 3, 2017, to [jobsearch@canadaisraelexperience.com](mailto:jobsearch@canadaisraelexperience.com).**

Only those applicants invited for an interview will be contacted. Estimated start date is early January 2018.