



## Canada Israel Experience: Israel Programs Manager

### Job Description

Canada Israel Experience (CIE) is looking for a highly motivated and passionate professional to join our National team in Toronto to manage our Israel programs portfolio - **Masa Israel Journey** and **Onward Israel**: Two programs dedicated to a variety of both short and long term opportunities in Israel for students and professionals.

This role will be responsible for managing the day-to-day operations of both programs and for promoting and increasing the number of participants for each program. The focus of this role will be connecting young adults to experiences in Israel that fit their interests and supporting them through the process. This includes creating strategic relationships, working with communal organizations, study abroad/career center offices, and on university campus Jewish/Israel organizations. You will be the point person for all potential and current applicants as you guide them throughout this exciting process. The applicant will have a strong background in campus involvement, event engagement, relationship management and sales.

If you are a people person, love collaborating, and have a passion for Israel, this position will be a fulfilling, fun and engaging opportunity to enhance your background in sales and data management.

### Primary Job Responsibilities Include:

- Point person for both programs during application, registration, and post program follow up
- Create and execute recruitment initiatives for high school, college and post-college networks including outreach to potential participants and their parents
- Interview and orientate participants for the Onward Israel internship program
- Track the progression of potential participants
- Develop marketing materials and maintain logistical and administrative systems for both programs
- Input, organize, and process data, including the Masa and Onward CRM databases
- Constant communication with participants and parents regarding FAQ's
- Assist in the development of a local Masa alumni committee
- Developing partnerships with local community organizations and influencers
- Any other related activities and tasks as assigned
- Involves some evenings and weekends, as well as potential infrequent travel outside of Toronto

## **Requirements**

- Personal experience participating in Israel programs and or familiarity with Israel opportunities for students and professionals
- Well-developed telephone, presentation, and interpersonal skills
- Effective time-management skills and the ability to juggle multiple projects.
- Relationships with Jewish community organizations
- Understanding of making relationship-management tangible, through reporting, documentation and results-driven tracking.
- Able to easily manage and plan independent or collaborative events in both local and national forms.
- Excellent organizational, written, and verbal communication skills.
- Reliable transportation and the ability to easily travel locally and possibly nationally on occasion.
- Proficient with Microsoft Suite
- Some travel is required

Submit resume and cover letter quoting CIE Israel Programs Manager Application by Friday, December 7, 2018 to [ciec@ujafed.org](mailto:ciec@ujafed.org)

**This is a one-year contract position.**

We thank you for your interest, however only those applicants invited for an interview will be contacted.

### **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 not limited to [Birthright Israel](#), [March of the Living Canada](#), March of Remembrance and Hope, Canadian school and camp travel initiatives. CIE is a department of Jewish Federations Canada-UIA and is generously supported by local federations across Canada and the Education Department of the Jewish Agency for Israel.

CIE is a dynamic team that is passionate about Israel and about connecting young adults to Israel experiences and to the Canadian Jewish community. We value our team members and believe in professional development, personal growth and a positive work environment.