



CHARLES AND LYNN SCHUSTERMAN FAMILY PHILANTHROPIES

Job Description

JOB TITLE: Program Associate

Exempt: Yes

Location: Israel

Supervisor: Senior Program Officer

Team: REALITY - Programs

Effective Date: January 2021

ORGANIZATION SUMMARY

Charles and Lynn Schusterman Family Philanthropies (Schusterman/Organization) is a global organization that seeks to ignite the passion and unleash the power in young people to create positive change. Schusterman pursues its mission by working collaboratively with others to support and operate high-quality education, identity development, leadership training and service programs designed to help young people cultivate their growth as individuals and as leaders.

JOB SUMMARY

The Program Associate is a member of the REALITY team based in the Organization's Israel office. A description of the REALITY team can be found at <https://www.schusterman.org/realityexperience>. The Program Associate supports the development, execution, and evaluation of REALITY Israel programs.

RESPONSIBILITIES

- Assist with the planning, design, and execution of REALITY journeys, including coordinating travel logistics; communication with vendors and partner organizations; and providing administrative support.
- Assist with streamlining REALITY participant and facilitator onboarding.
- Assist in creating efficient and effective operations protocols, in collaboration with the tech, operations, and communications teams, in order to streamline journey planning and document methodologies and best practices of the REALITY journeys.
- Support REALITY's facilitation strategy, including logistics, assisting with the selection process, designing and executing facilitator training.
- Evaluate REALITY journey components to provide data-informed findings and recommendations to innovate the REALITY experience.
- Support overall program evaluation and track key metrics for REALITY programs and trainings.
- Support the marketing of REALITY participant recruitment and contribute to communications strategies relating to REALITY, as needed.
- Lead the selection and design of REALITY merchandise and swag that will be distributed on all journeys.
- Uphold and promote the mission and values of REALITY and Schusterman.
- Work on special projects as requested.

QUALIFICATIONS

The following qualifications are representative of the high level of demonstrated skills, maturity, judgment, and ability to work with a wide range of constituencies required of Schusterman employees:

- At least 2 years of relevant professional experience. A Bachelor's degree is required.
- Excellent verbal, written communication and interpersonal skills required in both Hebrew and English.

- Demonstrated experience using technology and possessing thorough knowledge of: (a) modern office practices and procedures; (b) the use of office machines, equipment, and software (Salesforce, FormAssembly, etc.); and (c) modern social media tools required.
- Strong project management and operational experience required.
- Excellent organizational skills.
- Analytical and research abilities necessary to plan and organize complex programs and activities, collect and evaluate data, and identify new opportunities.
- Deep familiarity with relevant industries and ecosystems in Israel.
- Ability to exercise discretion and tact in difficult or confidential situations and an ability to project a positive, professional image to the public required.
- Demonstrated ability to infuse creativity, innovation and insight into program design and implementation required.
- Ability to travel in-country and internationally, 25% minimum required.

PERSONAL QUALITIES

Among the personal qualities required of all Schusterman employees are:

- A commitment to the Organization's philosophy and mission, and a willingness to work as a team player for the good of Schusterman.
- An ability to treat grantees, grant applicants, philanthropic partners and all others with dignity, courtesy and respect, with humility and without condescension or other objectionable tactics.
- An ability to work with diverse groups, as demonstrated by good listening and communication skills, a balanced and reasoned approach to problems, an ability to inspire trust and confidence, a flexibility in attitude and an openness to differing points of view.
- A strong work ethic and capacity to complete assignments in a timely, organized and efficient manner.
- An ability to work independently, to accept constructive criticism and to handle pressure of multiple tasks and a high workload with resiliency.
- A high degree of flexibility to achieve organizational objectives and meet its demands/needs.
- An ability to understand and interpret pertinent policies and procedures clearly and accurately, especially those requiring all Schusterman employees to maintain the highest level of confidentiality regarding business and personal matters of the Foundation, its trustees and officers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, talk and hear.