

P2G Southeast Consortium Coordinator Job Description Revised April 2021

The P2G Southeast Consortium Coordinator serves as the American central point of contact for all stakeholders of the Hadera-Eiron Southeast Consortium Partnership. The purpose of this position is to ensure the engagement and satisfaction of all participating communities. It is estimated that this part-time position is 20-25 hours per week (average).

The role of the coordinator includes communication and coordination with the Partnership SC Co-Chair, US Professional staff, volunteer members and Israeli staff on all areas including:

1. Maintain full Partnership information
2. Promote the reciprocal relations between all Partnership communities
3. Develop, plan and implement Partnership projects in collaboration with Israeli staff and US local P2G staff
4. Maintain continual contact with communities in order to represent their interests, concerns and issues
5. Maintain professional liaisons with Federations Executive Directors
6. Serve as a clearinghouse for all programming in member communities
7. Assist in vetting and recruiting candidates and volunteers to the various programs
8. Develop and oversee P2G Stateside Operational Expense budget
9. Issue a project-end report on the use of the stateside budget to the Partnership Director at the end of each project
10. Coordinate all group conference call schedules
11. Develop call agenda in collaboration with Partnership Director
12. Create meeting minutes
13. Oversee policy and procedural issues in consultation with Partnership Director, Co-Chairs and Cabinet
14. Work with Partnership Director to identify appropriate committee members to serve on Sub-Committees
15. Provide orientation and training for new P2G staff in our communities and potential new communities
16. Plan delegation travel, itineraries and facilitate the diverse details of exchanges in collaboration with Israeli staff and US local P2G staff
17. Manage logistics for Partnership Retreats or joint meetings that are not in Israel with the support of the local professional staff hosting the event.

Additional Notes:

1. The hours for this position can fluctuate greatly week to week/month to month and the position requires flexibility of time.
2. The Consortium Coordinator should have flexibility to work on different days of the week including Sunday for implementation of programs and office meetings with Israeli professionals.
3. Skills necessary:
 - I. Organizational Skills
 - II. Writing/Editing skills
 - III. Communication skills
 - IV. Working in a digital and computerized environment
 - V. Flexible/Self-starter (with initiative)
 - VI. Can work well under pressure
4. Professional Experience:
 - I. Strong Jewish background/connection to Israel
 - II. Working with Jewish leadership
5. The Consortium Coordinator should possess the ability to bridge the gap in cultural differences between Americans and Israelis. The coordinator should have a good understanding and awareness of the qualities and characteristics that make each community unique yet different.

Performance Review (as stated in the Partnership MOU):

1. The Consortium Coordinator will work in collaboration with the Co-Chairs.
2. The Consortium Coordinator is supervised by the JAFI Partnership Director in collaboration with the Federation Executive Director where employed.
3. The JAFI Partnership Director will bring recommendations on salary, expenses, benefits, and related matters to the Executive Directors for consultation. This will be voted on as part of the general budget.
4. The JAFI Partnership Director will discuss the Consortium Coordinator's performance with the Cabinet and Executive Directors and if necessary other relevant stakeholders once a year. (The Consortium Coordinator will be excluded from this discussion).
5. The JAFI Partnership Director, in alignment with Federation Executive Director where employed, will share the evaluation with the Consortium Coordinator.