



55 E Monroe St, Suite 3900
Chicago, IL 60603
(847) 212-8777

info@KahalAbroad.org

 KAHAL: Your Jewish Home Abroad
  @KahalAbroad

International Operations Associate (Part-Time)

Job Description

[KAHAL: Your Jewish Home Abroad](#) seeks a dynamic and entrepreneurial individual with a passion for community building and Jewish enrichment for the part-time role of International Operations Associate. This role provides a unique opportunity for an emerging organizational leader to manage an engagement portfolio of study abroad students and international community contacts, working in tandem with KAHAL's International Operations Director and Associate Director, European Operations.

This position will be responsible for managing KAHAL programming in three core destinations.

What we're about:

KAHAL facilitates transformational Jewish experiences for study abroad students. A robust resource and structured support network, KAHAL works with local communities in 40 countries and 70 cities around the world, providing Jewish study abroad students the resources, tools, and personal connections they need to meaningfully engage with local Jewish communities and deepen their connection to the global Jewish people. Since its founding in 2013, KAHAL has connected more than 3,000 Jewish students to immersive Jewish experiences during their life-changing time abroad. By incorporating Jewish experiences and choices into this transformative environment, KAHAL measurably increases students' attachment to the global Jewish people and increases the likelihood of their long-term Jewish choices.

KAHAL is a graduate of the Core18 Leaders Lab program, a member of the Upstart Accelerator program, and a member of the 2016 and 2017 Slingshot Guides to the Jewish world's most innovative organizations. Learn more at www.KahalAbroad.org

What you'll bring to the job:

- Entrepreneurial instincts and interest in human-centered design;
- Accomplished organizational skills related to program operations and time management;
- Excellent interpersonal skills and an ability to effectively communicate with a variety of stakeholders from varying backgrounds;
- A serious work ethic, sense of humor, and willingness to take risks and learn from unexpected situations;
- Willingness to employ flexible hours necessary to complete tasks;

Entrepreneurial instinct and talent will be considered above field experience. As a rapidly-expanding organization, KAHAL is seeking leaders who are interested in growing alongside the organization.

What you'll own and how you'll grow:

- Reach out to students studying in three core study abroad cities on a bi-weekly basis; work with students to meaningfully engage with local Jewish community and other Jewish students. This may include helping students take advantage of KAHAL's micro-grant program, assisting students in planning events, connecting students with community for Shabbat or other events, and more;
- Connect frequently with existing community contacts in portfolio cities, thereby acquiring a deep and ongoing understanding of the local Jewish landscape and how study abroad students may become involved;
- Communicate with existing KAHAL community contacts to determine what opportunities exist for study abroad students to celebrate Passover; compile information and communicate with students to place them at Seders worldwide; increased support and hours will likely be required leading up to the holiday;
- Continuously update KAHAL's data platform (Mobilize) with student information and outreach responses.
- Participate in KAHAL staff meetings, design sessions and planning as needed; complete additional administrative tasks relevant to the department as needed.

What you'll get out of it:

Compensation is competitive and commensurate with experience. In addition to a stipend, the International Operations Associate will receive:

- Great professional development, mentoring, and skill-building opportunities;
- Flexible work hours;
- Strong entrepreneurial experience and comprehensive education in human-centered design.

This position requires a minimum commitment of 10 hours per week from January- May 2017, with possible additional hours needed to complete job requirements. There may be the possibility of continuing working with KAHAL following the completion of the semester.