



## Abroad Experience Associate (Spanish Speaking)

[KAHAL: Your Jewish Home Abroad](#) seeks a dynamic individual with strong entrepreneurial instincts and a passion for student engagement, travel and Jewish enrichment for the role of Abroad Experience Associate (AEA). The AEA will be responsible for a portfolio of specific destinations focusing largely, but not exclusively, on Spanish speaking locations such as Spain and Latin America, remotely facilitating thousands of study abroad students to engage with Jewish life in their abroad destinations.

This person will be a part of the Abroad Experience Department, which is responsible for designing and implementing KAHAL's engagement initiatives for Jewish students studying abroad, including managing relationships with KAHAL's growing global network of more than 1000 partner organisations and community leaders. The AEA reports to the Director of Abroad Experience and will work with this person to establish specific goals and evaluate progress on an ongoing basis. They will also be a full part of our vibrant and tight-knit team, with frequent and collaborative interaction with colleagues in both London and the US.

This is an ideal role for a recent graduate (or similar stage of life) who is excited by frequent travel, constant interaction with students, Jewish global community building and the opportunity to work in a dynamic and creative team.

**This position is based in London with the London team and will involve daily remote work with the team in the US and global Jewish partners. Only applicants with the legal right to live and work in the United Kingdom will be considered.**

### What We're About:

KAHAL is a Chicago-based non-profit that creates and facilitates transformational Jewish experiences for Jewish students studying abroad. KAHAL works with local communities in more than 50 countries and 100 cities around the world, providing Jewish study abroad students the resources, tools and connections they need to meaningfully engage with local Jewish communities and deepen their connection to the global Jewish community. Since its founding in 2013, KAHAL has connected more than 4000 Jewish students to immersive Jewish experiences during their time abroad. By incorporating Jewish experiences into their life-changing time abroad, KAHAL aims to increase students' attachment and commitment to the global Jewish community and increases the likelihood of their long-term Jewish engagement. 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](http://www.KahalAbroad.org).

### Skills, Attributes and Experience Required For This Role:

- Strong communication and interpersonal skills for constant interaction and engagement with students
- Willingness to travel frequently
- Ability to work in flexible locations, and with flexible hours necessary to complete objectives
- Be comfortable with frequent remote meetings across time zones using video calling platforms
- Preference will be given to candidates who are fluent in Spanish
- A serious work ethic combined with a sense of humour and an outgoing, approachable and sociable personality
- The ability to communicate effectively and sensitively with people from varying backgrounds and cultures
- Several examples of relevant peer engagement and leadership experience
- Comfort working in a small team as well as independently managing projects and partnerships
- Entrepreneurial instincts, willingness to take risks and learn from unexpected situations
- Organisational skills related to project management and time management
- Experience working with diverse student and young adult populations preferred, but not essential
- A commitment to pluralism, a comfort with your own Jewish identity, and willingness to act as a role model and mentor for emerging Jewish adults
- All KAHAL employees are required to hold an intermediate certification in Microsoft Excel. Employees and recruits who do not possess this will be required, at KAHAL's expense, to undergo Excel training before beginning work.

Entrepreneurial instinct, a flexible working style and engagement skills will be considered above field experience. As a rapidly expanding organisation, KAHAL is seeking leaders who are interested in growing alongside the organisation. As such, the role will evolve and develop along with the Associate's skill set and the organisation's needs.

## Responsibilities of the Abroad Experience Associate:

### Student Engagement, Program Design and Implementation

- Together with the Abroad Experiences Department, successfully execute KAHAL's student engagement plan
- The AEA will own a portfolio of study abroad destination cities. In these cities, the AEA will:
  - Engage directly and consistently with students studying abroad to facilitate opportunities in collaboration with local community partners, address individual concerns, and provide ongoing support;
  - Develop and maintain relationships with community partners, thereby acquiring a deep and ongoing understanding of the local Jewish landscape and how study abroad students may become involved;
  - Work on developing new partnerships around the world and establish meaningful joint programming;
  - Assess and process student Microgrant applications
- In conjunction with the Associate Director of Abroad Experience, help build and organise meaningful Jewish content designed around Jewish holidays, Shabbat, and other Jewish calendar events
- Collaborate with the Abroad Experience team to design and recruit for KAHAL's engagement programs for students and associates, such as conferences, seminars, and ongoing Jewish learning
- Develop and regularly update online resources for students, such as city guides and Jewish communal resources

### Program and Organisational Operations

- Together with the Director of Abroad Experience, set goals, track data and regularly report on student engagement and community relations
- Travel frequently to international destinations to maintain partnerships with local communities, engage with students and find ways to develop KAHAL's programmatic content
- Occasionally attend conferences and seminars abroad to advance KAHAL's international partnership network
- Participate in and occasionally lead weekly staff meetings with entire KAHAL team
- Participate in ongoing personal Jewish learning and professional development opportunities

## What You Will Gain:

Creating a safe, empowering, growth-minded and enjoyable workplace is a core value for KAHAL. KAHAL pays its employees on an North American not-for-profit pay-scale, with a focus on growth. KAHAL invests in its employees from day one, with compensation, benefits, and retention bonuses designed to encourage long-term personal and professional growth within the KAHAL family.

The salary range for this position is £28,000-£31,000 per year, commensurate with experience. Performance bonuses are available, but not guaranteed. In addition, KAHAL's provides employees with a range of benefits, including:

- Great professional development, mentoring, and skills-building opportunities, with a professional development budget of up to £1,200 per employee, per year
- Flexible work hours and unlimited paid vacation time
- Participation in KAHAL's employee mobile phone plan
- Strong entrepreneurial experience and comprehensive education in human-centered design
- Twice yearly all-staff retreats and good times with our tight-knit and vibrant team

This position requires flexible hours needed to complete job requirements, including occasional evenings, weekends, and holidays.

Interested candidates should submit their resume and fill in the application form via this [link](#). Applications will be considered on a rolling basis with a preferred start date of early May.