



Full Time Position - Tel Aviv

Junior Assistant @ EcoPeace in Tel Aviv Office

EcoPeace Middle East is a unique Israeli-Jordanian-Palestinian organization that advances cooperative efforts to protect our shared environment and create the conditions for sustainable development and peace in our region. An award-winning trailblazer in the field of environmental peacebuilding, EcoPeace has some 60 staff members in our three offices in Tel Aviv, Amman and Ramallah. We are currently looking for a Junior Assistant to join our team in Tel Aviv.

ROLE SUMMARY AND KEY RESPONSIBILITIES:

To support the Israel Director of EcoPeace Middle East in our work, specifically in nurturing relations, drafting documents and concept notes and daily follow up on correspondence.

MAIN TASKS AND ACTIVITIES:

- Preparing and following up on meetings (briefings, agendas, presentations and materials)
- Drafting documents and concept notes
- Taking meeting minutes and preparing letters as requested
- Supporting VIP/ donor relations and networking
- Acting as a first point of contact
- Undertaking preparatory duties for conferences and events
- Managing CRM/ contacts databases
- Logistical support as required

SEEKING A CANDIDATE WITH THE FOLLOWING QUALIFICATIONS AND SKILLS:

- Experience in a similar or related position.
- Excellent communications skills (verbal and written) in mother tongue level English; Hebrew is an advantage.
- Multitasking and organizational skills, ability to plan, prioritize and execute tasks professionally
- Able to assess what needs to be done and deliver independently
- Excellent interpersonal skills, tact and diplomacy
- Experience with Salesforce or similar CRM system a bonus

EcoPeace Middle East

P.O.B. 840252
Amman 11181 Jordan

Tel: +962-6-5866603
Fax: +962-6-5866604

90 Menachem Begin Road
Tel Aviv 6713837 Israel

Tel: +972-3-5605383
Fax: +972-3-5604693

Ras Al Tahouneh St. Louise Building
Al Bireh-Ramallah, Palestine

Tel: +972-2-2400832/5
Fax: +972-2-2400836

Email: info@ecopeaceme.org

Website: www.ecopeaceme.org



TO APPLY

Interested applicants for this position must submit the following:

1. Cover letter relating to your motivation for the position and your relevant background qualifications in English.
2. CV in English.

Send application to: jobs@ecopeaceme.org specifying the name of the position
Deadline: March 10, 2022

EcoPeace Middle East provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

EcoPeace Middle East

P.O.B. 840252
Amman 11181 Jordan

Tel: +962-6-5866603
Fax: +962-6-5866604

90 Menachem Begin Road
Tel Aviv 6713837 Israel

Tel: +972-3-5605383
Fax: +972-3-5604693

Ras Al Tahouneh St. Louise Building
Al Bireh-Ramallah, Palestine

Tel: +972-2-2400832/5
Fax: +972-2-2400836

Email: info@ecopeaceme.org

Website: www.ecopeaceme.org

*NGO in special consultative status with the Economic and Social Council (ECOSOC) of the United Nations