



## Full Time Position - Tel Aviv Administrative Coordinator

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 lasting peace in our region. The organization is an [award-winning](#) trailblazer in the field of environmental peacebuilding.

### ROLE SUMMARY AND KEY RESPONSIBILITIES:

EcoPeace seeks an experienced, talented, detail-focused Administrative Coordinator. The position requires full time attendance in the Tel Aviv office. The Administrative Coordinator will work in close coordination with the Tel Aviv Directors.

### MAIN TASKS AND ACTIVITIES:

- Coordinate and schedule all meetings, local and international, including related administrative tasks and logistical needs.
- Record and manage all task-details in a dedicated system including follow up.
- Responsible for updating and managing CRM system. Preference is for an experienced Salesforce user.
- Track Directors correspondence and maintain follow up.
- Lead general office support and other administrative tasks as needed

### REQUIRED SKILLS:

- Mother tongue level English and high proficiency in Hebrew.
- Outstanding organizational and administrative abilities.
- Excellent interpersonal and cross-cultural communication skills.
- Ability to plan, prioritize and execute tasks professionally.
- Ability to assess what needs to be done and deliver independently.
- Good computer skills and experience in an office environment.

**TO APPLY:** Send your CV and a cover letter in English to [tal@ecopeaceme.org](mailto:tal@ecopeaceme.org) mentioning **Administrative Coordinator** in the subject line.

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.

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