Job Description – Advocacy Officer
Full Time Position – Tel Aviv Based

This position reports to the Government Relationship Manager and is responsible for coordinating international public policy and advocacy initiatives for EcoPeace.

- Primary responsibilities include advancing public policy and advocacy efforts surrounding regional environmental issues:
- Serving as a focal point for international advocacy efforts; coordinating policy events.
- Educating diplomatic, political and policy officials and staff.
- Assisting with media and social media content.
- Writing policy fact sheets, issue briefs and alerts; compiling and analyzing research, data, and resources.
- Collaborating with the EcoPeace team.

MAIN TASKS AND ACTIVITIES:

- Coordinate activities around EcoPeace public policy and advocacy including building and maintaining relationships.
- Developing and advancing the public policy agenda, together with the rest of the Advocacy team.
- Educate diplomats, policymakers and their staff through tours, meetings, and other communications.
- Attend and represent EcoPeace at relevant international, regional, and local fora.
- Respond to inquiries about EcoPeace public policy and advocacy assistance.
- Identify, compile, and analyze data, research and resources related to EcoPeace public policy initiatives.
- Research, write and assist with fact sheets, articles, op-eds, and briefs on public policy issues.
- Proactively monitor media and make suggestions for social media, weekly electronic newsletter, and other external communications.
- Serve as a focal point for engagement with the private sector, building on the work of the investment track, facilitating cross-border investments and business collaborations.
- seek, build, and maintain EcoPeace’s global partnerships and collaborations.
• coordinate workshops and trainings in EcoPeace methodologies/best-practices for international civil society partners.
• Assist with organization-wide events.
• Other duties as assigned.

REQUIRED SKILLS:

• Commitment to EcoPeace’s vision and mission
• Superb writing and analytical skills (English), strong editing skills, Fluent in Hebrew.
• Minimum 2 years of experience in advocacy or close to that definition.
• Exceptional interpersonal skills, team-player, comfortable in a multi-cultural environment
• Strong organizational and time management skills with capacity to manage multiple competing deadlines and priorities in a fast-paced environment
• Attention to detail, accountability, and initiative

TO APPLY:

Interested applicants for this position must submit the following:

• Cover letter relating to your motivation for the position and your relevant background qualifications.
• Any other documentation (e.g., letters of recommendation, sample writings, etc.) that addresses the qualification requirements of the position as listed above.

Send application to the following emails: tal@ecopeaceme.org, sharon@ecopeaceme.org (please send your email to both addresses) specifying the name of the position.

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.