



Position Overview

Position : Community Affairs Coordinator

Date : July 14, 2010

Reports to : Director

Purpose

1. To develop and implement projects that advance CEJI's mission with Jewish communities
2. To position the organization with European & Jewish Institutions as an expert on diversity education and the fight against all forms of discrimination and antisemitism
3. To support the Director with general management concerns including Board development, fundraising and income-generating activities.

Roles & Responsibilities

- To develop, liaise with and maintain contacts with European Jewish organisations, generating their interest in CEJI mission and educational activities
- To strategise and take the lead on the organisation of projects that help to generate income and gain CEJI visibility, especially those that involve European Jewish organisations
- To identify possible funders and submit proposals as appropriate
- To develop relationships with potential and existing CEJI Board/General Assembly members
- To monitor positions taken by the European institutions on diversity education and the fight against discrimination
- To pursue the campaign towards European Parliament on the London Declaration on Antisemitism
- To represent the organisation in select associations, such as the Platform for Intercultural Europe.
- To participate in and speak at relevant conferences, such as topical events organised by EU institutions.

Qualifications

- Experience in a relevant field (e.g. international relations, EU affairs, Jewish studies, etc.)
- Knowledge and ability to function within Jewish community structures
- Ability to function within intercultural contexts, in solidarity with other socio-cultural groups
- Excellent interpersonal skills and the proven ability to forge new partnerships
- Excellent writing skills with the ability to put forth arguments, explain issues and articulate CEJI positions
- Able to identify and elicit new opportunities and resources
- Comfortable and capable to engage in fundraising activities (proposal writing, relationship building and asking for donations)
- Able to work independently and in a team within a transnational, multi-location context
- Knowledgeable and up to date on current events in relation to CEJI's areas of concern
- Fluent English (speaking and writing) and conversational French
- At ease with computer technology and MS Office and other related

Conditions

- Full-time position with 4 weeks vacation plus national and major Jewish holidays
- Gross salary in euros 2300/month plus 290/month in benefits (meal tickets, transport contribution, etc.)
- Close-knit team reflecting wide diversity in a friendly office

Applications should be sent to Ms. Robin Sclafani, CEJI Director, at robin.sclafani@ceji.org by August 20, 2010.