



Full Time Position - Tel Aviv Junior Assistant @ EcoPeace

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 (see this [video](#)). 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 Israeli Director and Deputy Director of EcoPeace Middle East in their work, specifically in nurturing relations and daily management of meetings and correspondence.

MAIN TASKS AND ACTIVITIES:

- Calendar management: scheduling meetings in both Hebrew and English in Israel and abroad, planning travel in region and abroad including travel logistics
- 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.
- Good communications skills (verbal and written) in both English and Hebrew; Mother tongue level English and 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, Zoom, Google Calendar a bonus

EcoPeace Middle East

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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: October 17, 2021

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