

# Campus Coordinator

## About the Role (100% - 40 hours):

The Campus Coordinator will work alongside the Executive director on developing and implementing clear and focused short, medium, and long-term strategy procedures focused on campus and events. The main responsibility of a StandWithUs Netherland Campus Coordinator is overseeing campuses in their region and supporting students and partners with pro-Israel programming and responding to anti-Israel activity. Campuses in each region vary by priority, and campus support involves a variety of responsibilities.

## The Campus Coordinator of StandWithUs NL will be accountable for:

- Organizing and coordinating all the campus related duties and procedures
- Growing our student network, on and off campus
- Recruiting and training emerson fellows
- Creating educational, fun and high value events off and on campus

## General Responsibilities include, but are not limited, to the following:

There are a variety of general responsibilities that need to be balanced by a Campus Coordinator. The focus of this role will be on building up the SWU presence in the Netherlands through building a student network. It's important to note that while most of the work can be done during traditional work hours, there will be expectations of a flexible schedule to accommodate evening programs, conferences, etc. See below for an overview of the responsibilities that are part of a Campus Coordinator's profile:

- Build an on-campus presence of SWU
- Visit all campuses in the Netherlands on a regularly basis
- Maintain networks and contacts on all campuses
- Build up a SWU student network; the sky's the limit
- Recruit, train, and mentor StandWithUs Fellows & volunteers throughout the academic year
- Plan and oversee on and off-campus activities such as events, conferences, seminars, parties and celebration, including all logistical arrangements such as travel arrangements, accommodation etc.
- Create project plans and budgets, and secure funding for events
- Set up student programs, events and initiatives.
- Assist the digital team with educational content, video content and other creative content
- Be seen as an Israel, campus, and StandWithUs resource within the Netherlands
- Coordinate and collaborate with campus partners, both on-campus and external
- Serve as a point of contact for SWU NL
- Be vigilant and alert when it comes to anti-Israel or antisemitic activity; and Coordinate efforts and communicate with other StandWithUs NL Departments
- Develop a robust understanding of StandWithUs resources and opportunities and be readily available to promote them to relevant audiences
- Be well versed in Israel's history and current affairs
- Develop and apply strategy for the growth of StandWithUs Netherlands both in network, activity and reach.
- Departmental and individual calls

- Connect with and empower students to participate in the pro-Israel movement, and stand strong in the face of anti-zionist or antisemitic events on campus.
- Participate in professional development sessions
- Attend and participate in department conferences as a staff member
- Working with Executive Director and Treasurer to submit grant application forms
- Assist in highlighting regional and departmental work for local board, donors, and other community members
- Building the long term swu presence/network in the netherlands

### Person Specifications:

#### Experience/ essential skills

- Flexibility to develop the role in a changing environment
- Demonstrable ability to deal with confidential matters
- Excellent time management skills with the ability to multitask and work under pressure
- Excellent communicator with strong fluency in both written and spoken English and Dutch
- Good social media skills and knowledge of leading platforms
- Structured approach to work
- The ability to learn and retain new skills when trained
- Be Flexible (sometimes need to work in evening as well)
- Willing to work overtime when needed (emergency situations) according to organization policy

#### Preferable

- Previous educational experience
- Having a car - traveling around the netherlands will be important
- Previous experience of NGO work
- Knowledge of the Jewish community and campus community

#### Personal attributes

- Takes responsibility for tasks, is self-driven and has a motivated approach to work
- A completer/finisher who is determined to achieving goals and reaching deadlines
- Problem solver who can work independently or within a team to resolve issues practically

#### To apply:

- 1) Your CV – we advise that a CV should consist of no more than 1 side of A4 – this should also contain key achievements relevant to this role
- 2) Personal statement – we ask for a personal statement, addressing the Person Specification, to support your application. This should also include your interest in the role and how you and your experience would add value to StandWithUs Netherlands.
- 3) You should submit your application to [Nederland@standwithus.com](mailto:Nederland@standwithus.com)
- 4) You will receive an acknowledgement, normally within 5 working days

€ 30,000 – € 36,000 full time, dependent on experience

Interviews will take place on zoom and will consist of several stages.

Training will take place in the first month of employment