

Community Manager

About the Role (50% - 20 hours):

The Community Manager will work alongside the Executive Director on developing and implementing clear and focused short, medium, and long-term strategy procedures for StandWithUs Netherlands to meet organizational aims, goals and targets.

The community manager of StandWithUs NL will be accountable for:

- Coordinating the administration duties.
- Maintain a cohesive and stimulating work environment
- Ensure high levels of organizational effectiveness and communication
- Assist with organization and maintenance of events, student networks and volunteer networks.

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

There are a variety of general responsibilities that need to be balanced by a Community manager. The focus of this role will be on building up the SWU presence in the Netherlands through supporting the flow of the organization and engaging with the community. 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 community managers profile:

- Serve as a point of contact for the organization
- Responsible for smooth running of network relations database
- Assist and maintain relations with other organizations SWU currently works with and help create new ones.
- Drafting of press release for updates, emergency items, events etc.
- Assist executive director with the maintenance of Basecamp
- Assist the Campus coordinator in student network maintenance
- Assist in recruiting and training volunteers and new staff members
- Manage and support volunteers including safeguarding.
- Engage with our online, volunteer & social community
- Maintain the operational whatsapp group
- Maintain an updated supply register of swag, educational resources, etc.
- Provide general administrative support to employees and board of management
- Provide support with correspondence, preparing letters, mailouts, presentations and reports
- Update and maintain organizational policies as necessary, including health & safety and safeguarding
- HR assistance including onboarding procedures, maintaining personnel records, holiday recording, arranging interviews etc.
- Attend and participate in department conferences as a staff member
- Develop a robust understanding of StandWithUs resources and opportunities and be readily available to promote them to relevant audiences
- Assist in Planning and overseeing on and off-campus activities such as events, conferences, seminars, parties and celebration, including all logistical arrangements such as travel arrangements, accommodation etc.

- Working with Executive Director and Treasurer to submit grant application forms
- Ensuring all donations are accounted and responded to
- 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

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
- Structured approach to work
- The ability to learn and retain new skills when trained
- Willing to work overtime when needed (emergency situations) according to organization policy

Preferable

- Previous administrative and educational experience
- Previous experience of NGO work
- Knowledge of the Jewish community and online 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
- 4) You will receive an acknowledgement, normally within 5 working days

€ 14,000 – € 17,000 for a part time position, 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