

## Management Assistant

Nes Ammim is a village in the Western Galilee, in the North of Israel, dedicated to dialogue, learning and hospitality. For more information: [www.nesammim.org](http://www.nesammim.org) .

### Job Description:

- Supporting the Management Team (MT) in community and business matters, especially Israeli affairs (legal, agricultural)
- Coordinating multiple levels of advanced administrative tasks
- Liaison between the Management Team and external organizations (governmental, local, regional, national)

### Tasks:

- Advising the MT in all aspects regarding Israeli affairs
- Accompanying responsible MT members to meetings with related organizations (for example: Moatza, lawyers, bank)
- Advising the MT members by request or by own initiative about all economic, financial and legal matters that influence Nes Ammim
- Stay updated concerning local, regional and/or national developments that influence Nes Ammim
- Preparing and participating in MT meetings, writing minutes
- Translation of documents (Hebrew - English)
- Preparing contracts and official letters for signing

### Organizational position:

Staff position, reports to the Management Team.

Half time position, flexibility regarding working hours is required

### Requirements

- University level education
- Hebrew and English speaker (Hebrew mother tongue, English mother tongue level)
- Knowledge of Israeli law and regulations
- Strong computer, communications and organizational skills
- Experience in international organization
- Knowledge of Arabic is an advantage

### Applications

Applications including CV to be sent in English before the 1<sup>st</sup> of January 2018 to [hrm@nesammim.com](mailto:hrm@nesammim.com).