

 <p>Zionist Federation of New Zealand הפדרציה הציונית של ניו זילנד</p>	Position Title	Community Facilitator
	Reports to	ZFNZ Executive
	Position Description	

Introduction

The Zionist Federation of New Zealand (ZFNZ) is responsible for developing, enriching, and supporting meaningful relationships between the New Zealand Jewish community and the wider New Zealand community, while fostering a greater understanding of Zionism and the State of Israel, as the indigenous homeland of the Jewish people. It supports the Jewish community in exploring and understanding their Jewish identity within the diaspora while upholding the values of New Zealand.

Job overview

The Community Facilitator will have a community facing role, engaging with the local community, enabling events, groups, and activities, and supporting projects that benefit the Zionist Federation of New Zealand. The overarching vision for this role is to create connections and a sense of belonging, develop friendships, provide a strong sense of self, and foster leadership capabilities of our youth to help serve the New Zealand Jewish Community in the future.

This role will involve working with partner organizations and with groups delivering services and support to the community. Funding opportunities will be sought where necessary.

Key skills and competencies

Aspect of Job	Skills required	Measures of success
Empower Jewish youth and young adults with the knowledge and skills to become future leaders	Background in a leadership role. Able to inspire and motivate youth and young adults.	The number of participants actively engaged in the community activities and in the programmes will rise.
Build relationships with youth and young adults in the community	Have leadership training and experience working with youth. Culturally sensitive, openness and tolerant to all levels of observance (or non-observance) across the religious spectrum.	The degree to which existing relationships are maintained The initiation of new relationships in various outreach activities.
Creatively foster quality	Strong belief in Israel as the	Develop/ manage ongoing and

<p>experiences that develop relationships between NZ Jewish youth and the land, culture, and the people of Israel.</p>	<p>historical and spiritual homeland of the Jewish people, and of the Jewish people as the indigenous people of the land of Israel.</p> <p>Have a vast knowledge of Zionism, Israel, and Judaism, including key historical events.</p> <p>Have a good understanding of the political parties that make up the Israeli political landscape?</p> <p>Experience in producing comprehensive educational content, programs, and activity.</p> <p>Knowledge of how to deal with the critical and sensitive issues that surround Israel today.</p> <p>Promotion of participants to programmes in Israel.</p>	<p>large-scale programmes as needed.</p> <p>Working alongside and supporting new initiatives.</p> <p>Programme participants will understand issues related to the Jewish community and how to represent and advocate for the community.</p>
<p>Collaborate with youth to build a high caliber of youth leaders who can work to craft activities and outreach to benefit all NZ Jewish youth.</p>	<p>Must be able to work in a highly collaborative environment.</p>	<p>Peers collaborating and learning from each other, to develop a communal network.</p>
<p>Effectively communicate with the Jewish community in New Zealand to promote and provide outreach to current and potential participants.</p>	<p>Strong knowledge of current and emerging social media and communications platforms.</p> <p>A motivational communicator, both written and verbal, who is effective in 1-on-1 and group settings.</p> <p>Ability to engage with internal and external audiences.</p>	<p>Representing the Zionist Federation of New Zealand in a professional, approachable manner.</p> <p>Termly newsletters and weekly social media posts as well as sharing information face to face to raise awareness of services, events, activities, groups, etc.</p>
<p>Producing and organising events.</p>	<p>Proven organisational skills in a complex, multi-tasking environment.</p> <p>Handle event scheduling and liaise with vendors, speakers, partners, panellists, and attendees before and after events.</p>	<p>Support and be prepared to travel and run programmes/ events around the country.</p> <p>Planning and supporting ZFNZ events.</p> <p>Regular social events organised.</p>

	Coordinate all on-site activities where relevant.	
Taglit Birthright	<p>Compile a list and contact details of Taglit Birthright alumni.</p> <p>Arrange an event bringing alumni together.</p> <p>Promote Taglit Birthright in the NZ Jewish community.</p>	<p>List of alumni compiled.</p> <p>Have at least one event (online or Face-to-Face) for alumni to connect.</p>
Financial control	<p>Responsible for programme budget creation and management.</p> <p>Accurate records are kept</p>	<p>Record finances received through funding or other sources.</p> <p>Deliver projects and events within budget.</p> <p>Accurate recording of all costs and expenses incurred.</p> <p>Provide the ZFNZ Treasurer with regular updates</p>
Reporting	Production of reports as required.	<p>Meet the requirements and deadlines required from the ZFNZ Executive and from funding bodies.</p> <p>Prepare monthly reports to the ZFNZ Exec</p> <p>Production of other reports as reasonably required for funders, partner organizations, or other purposes.</p>
Record keeping	IT skills	Maintaining records as required by law, regulation, or policy and ensuring they are kept in an organized and logical manner, easily retrievable and accessible.

Hours of work

This role offers a degree of flexibility in the days and hours of work and at particular times of the month and year, the demands will be higher. The Community Facilitator will be working mostly from home and required to work

an average of *15 hours per week* over the length of this contract and will be paid fortnightly for 30 hours of work. Evenings and weekend work will be required and will form and be paid as part of the regular working weeky

Other requirements:

- Current and clean driver's license, and insured vehicle.
- Frequent travel required.
- Computer literate (word, databases, and internet).
- Ability to work independently and under minimal supervision.
- Ability to work with existing New Zealand Jewish youth groups and professionals.

What You'll Receive

- Excellent remuneration in line with experience.
- Flexible work hours over a 12-month contract.

To apply, please send a cover letter and CV by 5pm 31st of December 2021.

Apply now: osnat@zfnz.org.nz

From time to time it may be necessary to review, amend, add or change aspects of the role and these requirements will be discussed with the ass.