

19 February 2024

Communications and Operations Assistant (20 hrs/week – hybrid – Washington, DC)

The Institute for Palestine Studies-USA is looking for a *Communications and Operations Assistant* to join our Washington, DC office. This individual will help run daily operations.

This position is only open to residents of the DC, Maryland, and Virginia region who are legally authorized to work in the U.S.

The *Assistant* will be required **in the office once a week** and can fulfil the remainder of hours remotely.

Qualifications:

- A Bachelor's degree or equivalent experience required;
- Ability to work in a dynamic environment with changing priorities and deadlines;
- Ability to communicate clearly and concisely;
- Ability to multitask with strong attention to detail, organization, and time management;
- Experience with Microsoft Office and Google spreadsheets;
- Tech-savvy and digitally literate.

Principal responsibilities:

- Assist with outreach to constituents;
- Perform data entry, transcription, and other clerical tasks;
- Fundraising research and grant-writing, in coordination with DC staff;
- Assist with virtual events;
- Process book orders, including shipping management;
- Update and maintain donor database on Salesforce;
- Assist with creating and scheduling social media content (often using Canva);
- Provide administrative support as needed;
- May require sorting of archival documents and books.

Pay: \$18/hour (this is negotiable depending on experience)

Application deadline: March 6, 2024 at 11:59pm ET.

Please email your resume and a cover letter to ipsdc@palestine-studies.org for consideration. If you have any additional content material or samples you'd like to share, please include them in your email. Unfortunately, due to the volume of applicants, only shortlisted candidates will be invited to interview.

The *Assistant* will work closely with the Senior Editor of Digital Strategy and Communications, Laura Albast, and the Operations and Publishing Coordinator, Malika Irshad. Please address your letter to both.

We encourage candidates to reach out and ask questions. We're looking for a team player—someone who is committed to our mission of producing and preserving knowledge about Palestine.

About Us:

The Institute for Palestine Studies-USA is a 501(c)(3) registered non-profit academic research institute located in Georgetown, Washington, DC. Its mission is exclusively devoted to educational research and documentation on Palestinian affairs and the Arab-Israeli conflict. Please visit www.palestine-studies.org for more information.