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Regional Office Manager Job Description

About the Alliance for Middle East Peace

Founded in 2006 and headquartered in Washington, D.C., with offices in Europe, Israel, and Palestine, the Alliance for Middle East Peace (ALLMEP) is the largest and fastest growing network of Palestinian and Israeli peacebuilders. We envision a Middle East in which our community of Palestinian and Israeli peacebuilders lead their societies toward and beyond a sustainable peace.

With a coalition of over 160 organizations—and tens of thousands of Israelis and Palestinians—we foster cooperation that increases impact, add stability in times of crisis, and build an environment conducive to peace over the long term.

On the ground, our expert team, drawn from both the shared society and cross-border communities, works to incentivize cooperation and develop partnerships, as well as provide member services and programming, so that our community operates with greater strategic impact. Internationally, our teams in the United States and Europe work to amplify the visibility of members in the media and in the corridors of power, and to ensure that the field is adequately resourced, so that it can reach its inherent potential. This is not merely an ambition. To date, our advocacy has helped to introduce more than \$380 million in government support into the field, including the creation of USAID's Conflict Management and Mitigation Fund and the Nita M. Lowey Middle East Partnership for Peace Act, as well as funding from international governments.

POSITION DESCRIPTION

ALLMEP is seeking a Regional Office Manager (ROM), based in Israel or Palestine, to help provide administrative, financial and organizational coordination and general managerial support to ALLMEP's growing regional team. Reporting to the Regional Chief of Staff, and providing support to each of the three additional regional team members, the ROM will be responsible for improving the overall performance and efficiency of the regional office, as well as liaising closely with colleagues in ALLMEP's international offices.

KEY RESPONSIBILITIES

- Overseeing and coordinating office operations and procedures, more specifically procurement procedures, and helping to ensure that the regional office runs smoothly, assisting with the planning, preparation and back-end support that ALLMEP's activities require;

- Managing schedules, deadlines, and appointments of the regional chief of staff's calendar;
- Managing petty cash and corresponding receipts/documentation;
- Overseeing the purchasing, maintenance, and inventory record of office equipment and supplies;
- Taking minutes for all the regional meetings, including affinity groups, team-specific meetings, and any other meetings at chief of staff's discretion;
- Assisting in the planning and coordination of office events, meetings, and conferences. This includes traveling to venues for potential events/conferences, calling and requesting quotes from venues/vendors on items such as meals, event spaces, entertainment, etc;
- Liaising with vendors, suppliers, and service providers; connecting regional vendors with the Operations Manager to ensure invoices are processed in a timely manner;
- Monitoring staff wide email account and forwarding emails to the appropriate staff member;
- Assisting the Operations Manager in human resources functions, such as coordinating employee onboarding, managing employee records, and overseeing office policies.

QUALIFICATIONS

- A high school diploma or equivalent. Preferably a degree in business administration, or human resource management, or a related field;
- Minimum of 3 years of relevant experience;
- Demonstrated financial management knowledge, including familiarity with nonprofit financial management and reporting practices, and comfort with developing and navigating budgets;
- An awareness of the civil society ecosystem, especially the peacebuilding and shared society NGOs and initiatives;
- Ability to work from ALLMEP's office in Jerusalem;
- Fluency in English, Arabic and/or Hebrew

PHYSICAL REQUIREMENTS

There are no extraordinary physical requirements for the performance of the essential functions of this position. ALLMEP will make reasonable accommodation to enable individuals with disabilities to perform essential functions.

POSITION LOCATION

Jerusalem

SALARY

The salary range for this position is NIS 11,000-13,000 per month, commensurate with experience.

TO APPLY

Please email your resume, cover letter, and the names of at least two references to jobs@allmep.org with the subject line: Regional Office Manager. Materials must address the requirements listed. The position will remain open until March 17th, 2024 but applications will be reviewed as received.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status