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Deputy Director of Hispanic Outreach - Washington, District of Columbia, United States

Job Information

Posted by:	American Israel Public Affairs Committee	Languages:	English - Fluent Spanish - Conversational
Hiring Entity type:	Not-for-Profit	Minimum Education:	Bachelor Degree
Work Authorization:	Existing work authorization required for United States	Minimum Years Experience:	5
Position Type:	Direct, Full-Time	Resumes accepted in:	English
Compensation:	*****	Cover Letter:	Cover letter required
Benefits:	Health Insurance - Paid Vacation -	Virtual Interview Questions:	No questions which require answers when applying for this job posting.
Relocation:	Not specified	Job Code:	/ Latpro-892842
Position Functions:	Non Profit Project Manager Public Relations	Date Posted:	Aug-29-2006
Travel:	25 - 50%		
Accept candidates:	in same country		

Description

The American Israel Public Affairs Committee (AIPAC) has worked since 1954 to strengthen the United States-Israel relationship. AIPAC is an American organization registered to lobby Congress on legislation affecting Israel. It is the American pro-Israel community's political voice in Washington, DC. AIPAC's National Outreach Program, which is part of AIPAC's National Political Department, seeks among other things to develop relationships with key members of the Hispanic community and encourage their involvement in political advocacy in support of the US-Israel relationship.

Requirements

Responsibilities:

The Deputy Director for Hispanic Outreach will report to the National Outreach Director (Washington, DC), under the supervision of the National Political Director.

The Deputy Director for Hispanic Outreach will work closely with the National Outreach

Director and will be responsible for the following:

- Building relationships with key political, religious and community leaders within Hispanic communities and educating them about the US-Israel relationship.
- Promoting political participation among pro-Israel Hispanics.
- Performing necessary research and preparing background materials and documents.
- Developing and refining action plans.
- Working with AIPAC's staff (regional and national) and lay leaders.
- Speaking regularly to religious, political, civic and community groups about AIPAC and issues impacting the US-Israel relationship.
- Recruiting participants for regional and national AIPAC events.
- Assisting in the creation and development of relevant communications materials.
- Assisting in the creation, design and implementation of AIPAC meetings, speaking events, conferences and other events.
- Extensive domestic travel and occasional international travel.
- Performing other relevant activities as assigned by the National Outreach Director.

Qualifications:

- At least 5 years of political experience, including some federal political experience, on Capitol Hill, in political campaigns, or equivalent activities, with proven ability to handle multiple tasks successfully.
- A thorough understanding of and demonstrated experience working with Hispanic communities and politics.
- An abiding commitment to advance the US-Israel relationship.
- Highly intelligent with strong academic background (Bachelor's degree minimum).
- Superior organizational skills with keen attention to detail.
- Excellent supervisory skills, including the ability to manage and motivate others.
- Team-oriented personality with can-do attitude.
- Strong writing, communication and research skills.
- Ability to travel regularly.

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