SHARSHERET

POSITION TITLE: Operations Coordinator, Israel Region
REPORTS TO: Israel Regional Director
LOCATION: Israel (Remote)

POSITION TYPE: Full Time (Includes occasional evening/weekend events and local travel)

SALARY RANGE: 140,000 NIS - 150,000 NIS

POSITION OVERVIEW

Sharsheret, the fast-paced and growing Jewish breast cancer and ovarian cancer NGO, seeks an Operations Coordinator to support the delivery of life-saving cancer support programs and community initiatives in Israel. The Operations Coordinator serves as the administrative engine of Sharsheret in Israel. As our regional presence scales, this role keeps our daily operations, fundraising logistics, and program execution running seamlessly. This is an ideal role for an organized, warm, and highly detail-oriented professional who thrives in a multi-tasking environment and wants their work to make a direct impact for women and families facing cancer.

KEY RESPONSIBILITIES

Operational and Fundraising Support

- Manage office systems and output from preparing event materials, kit distribution and coordinating print education to handling phone/email inquiries and maintaining accurate program data.
- Support fundraising operations including donor outreach and acknowledgement.
- Provide seamless administrative support to the Israel Regional Director and collaborate effectively with US-based national team members.

Data Management

- Maintain clean data entry and donor/constituent record-keeping within the organization's CRM database.
- Collect, track, and archive routine program metrics and attendance data to support grant reporting and organizational impact analysis.
- Assist in gathering documentation to ensure all deadlines and compliance requirements are met cleanly.

Program and Event Execution

- Support the development, planning, and logistics for local cancer education, screening, and outreach programs from concept through execution.
- Coordinate event logistics including venue setups, vendor booking, material preparation, registration lists, and tech support.
- Represent Sharsheret at local community events, health fairs, and conferences as needed.

QUALIFICATIONS

- **Experience:** 2–5 years of administrative, operations, or project support experience, preferably within a NGO, Jewish community, or healthcare setting.
- **Residency:** Must reside full-time in Israel.
- **Languages:** Fluent bilingual proficiency in written and spoken English and Hebrew.
- **Technical Skills:** Proficient in Microsoft Office 365 (Word, Excel, PowerPoint), Canva, AI platforms, and hands-on experience using CRMs/databases.
- **Skills and Attributes:**
    - Exceptional attention to detail, organization, and time-management skills.
    - Self-motivated with the ability to manage multiple priorities independently in a remote environment.
    - Strong interpersonal skills with a warm, empathetic, and professional communication style.
    - Deep passion for women's health, cancer support, and the mission of Sharsheret.

TO APPLY

Please submit your resume and a tailored cover letter to **resumes@sharsheret.org** with the subject line *"Operations Coordinator - Israel."* No phone calls, please.

Sharsheret provides equal employment opportunities to all candidates regardless of economic or social status and does not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, gender, sexual orientation, marital status, or age.