



### Project Assistant Position

#### Description:

An NGO specializing in the field of migration is seeking a project assistant for a program supporting students from developing countries. Each year, students from various countries, primarily in Asia and Africa, come to Israel for a work-study program in modern agriculture. This program is designed to provide them with ongoing support throughout their stay in Israel.

- **Position:** 50% part-time
- **Location:** Hybrid (office in Jerusalem)

#### Key Responsibilities:

- Responding to inquiries from program participants
- Tracking and maintaining data related to inquiries
- Managing the program's digital communication platforms (WhatsApp groups)
- Preparing and designing informational materials
- Accompanying field visits and inspections
- Assisting with surveys and research activities

#### Requirements:

- Hebrew and English proficiency (spoken, reading, and writing)
- Service-oriented and culturally sensitive approach
- Ability to travel and conduct field visits across the country
- B.A in relevant field (advantage)
- Digital proficiency (advantage)
- Experience with Excel (advantage)
- Experience with Canva (advantage)
- Experience with Salesforce (advantage)
- Experience working with migrants (advantage)
- French proficiency (advantage)

Start Date: As soon as possible

To apply, please email us at:

✉ [cimi-jobs@cimi.org.il](mailto:cimi-jobs@cimi.org.il)

*(Email subject: "Application for Assistant in the Agricultural Internship Program")*



Center for International Migration & Integration

מרכז להגירה בינלאומית ולקליטה

Registered Association

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