

Job Description

NOTE: This job does not require any programming skills.

Title – Assistant Database Project Manager

Start Immediately

5-20 hours per week depending on the week

Compensation: commensurate with experience

The America-Israel Cultural Foundation is Israel's largest private funder of the arts with a mission to support and develop artistic life in Israel by awarding scholarships and grants. Founded in 1939, AICF has been largely responsible for the success of much of Israel's most treasured cultural assets and artistic superstars, including the Israel Philharmonic Orchestra, Israel Museum, Jerusalem Cinemateque, Habima Theater, Itzhak Perlman, Michal Rovner, and Ohad Neharin (Batsheva Dance). Today, AICF awards 1,100 scholarships per year to students of the arts and funds workshops, competitions, and a musical instrument bank.

The America-Israel Cultural Foundation is seeking a part-time freelance employee to be the assistant database project manager. This person will interface between AICF's Israel and New York staff on the reconstruction of the Israel office database. The database manages all of the activities of the Israel office including scholarship auditioning and granting, instrument bank, and some financials. The database is being built in New York, with the project manager and development team in New York. It is already well under way, but with the demands of the summertime scholarship auditions, the Israel staff needs extra support to get it done quickly. You will essentially become an expert on the functions of the Israel office database and assist the office with all needs regarding completion of the database.

Your job will be to:

- Gain an in-depth understanding of what the database does and how it's organized.
- Gain an in-depth understanding of the operations of the Israel office.
- Work with the scholarship coordinator in Israel, and other staff as necessary to assist them with understanding everything you learn about the database.
- Communicate requested database changes from Israel to New York
- Help organize the various database section workflows based on understanding of Israel office operations and ongoing discussions with their staff.
- Be in regular communication with project manager to relay progress updates to Israel staff.

Qualificaitons:

- Fully bilingual in Hebrew and English, with ability to think, organize, and write and both languages.

- Experience working on at least 1 mid-to-large scale database project as either a developer, project manager, or assistant in either of those categories.
- Ability to demonstrate high level of tech savvy with internet and office software including content management systems, Microsoft Access, and Microsoft Word.
- Ability to generate and work with database reports.
- High level organizational thinking and planning skills.
- Possess your own laptop that you can bring into the AICF office and take home to work on as needed.
- Familiarity with Skype and using a webcam/headset.