

Employment Opportunities

Languages: English native speaker, Hebrew	Position percentage: Part-time/up to 50% /possible freelance	Location: Jerusalem and remote	Direct Supervisor: Deena Leventer
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About the Organisation

Yad Hanadiv is a private foundation that operates in Israel on behalf of Rothschild family philanthropic trusts. It is dedicated to creating resources for advancing Israel as a healthy, vibrant, democratic society, committed to Jewish values and equal opportunity for the benefit of all its inhabitants. The Foundation builds strategic initiatives and carries out grant making in the fields of Academic Excellence, Arab Society, the Environment, and Education. It also supports the operation of Ramat Hanadiv Nature Park and Memorial Gardens and is collaborating with the National Library of Israel on its renewal as a 21st century facility for on-site and online activity in a fitting and sustainable home. Yad Hanadiv strives to carry out its work in keeping with its core values of intelligence, integrity and respect.

English Editor, Communications Team

About Communications at Yad Hanadiv

The Communications Team is responsible for conveying Yad Hanadiv's values and purpose using digital and print media. It employs a range of tools (publications, website, newsletters, infographics etc.) to help programme staff to clarify messages and channel them effectively to advance their areas of focus; designs, edits and manages production of materials for Trustees; and establishes conventions and standards to ensure consistent usage, voice and visual identity across the organisation.

About the Position

Yad Hanadiv is seeking to hire an Editor with a passion and facility for written English, a good ear and an eye for detail. The ideal candidate is a perfectionist who also knows when it's time to let go.

The Editor will join the Communications Teams and will work under the supervision of the Communications Director. This is a suitable position for a talented native speaker of English, who is either an experienced editor or keen to acquire the skills required to become one.

Main Areas of Responsibility

Review and editing texts on all levels: proofing, copyediting, stylistic, deep editing

Assisting staff to produce clear, polished texts

Ensuring uniformity and consistency of Yad Hanadiv

style and voice; production of style sheets

Drafting content for websites, newsletters and other materials

Proofreading MSWord and designed documents

Preparation of documents for print

Print production oversight and quality control

Interface with authors, graphic designers, translators

Required skills and capabilities

- Excellent writing ability
- Critical reader with a good eye and ear for language
- Scrupulous attention to detail
- Knowledge of English grammar, sentence structure and conventions
- Good knowledge of Hebrew, with ability to translate small texts accurately
- Ability to multi-task and work under pressure
- Ability to take ownership and bring tasks to completion
- Willingness to take initiative and resourceful in solving problems
- High level of computer literacy; excellent knowledge of MS Office, unafraid of learning new programs and platforms
- Team player with good interpersonal skills
- Discretion and sound judgement
- Curiosity and willingness to learn

Professional background and experience

- Native speaker of English with at least one university degree from an English-speaking country.
- Experience in critically reviewing and editing high-level texts and/or a willingness to learn
- Broad general knowledge

Yad Hanadiv promotes employment diversity and invites candidates from all groups in society to apply.

Applications: by email, to hr@yadhanadiv.org.il

Phone enquiries will not be answered.