



Operations Assistant

About the Abraham Path

The Abraham Path Initiative (API) is a nonprofit organization that envisions a future where trails following the journey of the Abraham legend attract hundreds of thousands of people from all faiths and identities each year. Founded in 2007 by author and negotiation specialist, William Ury, the Abraham Path is a walking trail that retells this ancient mythic story by following Abraham's legendary footsteps to help remind us all that no matter what divides us, there is something greater that we share: a common story, a common humanity, and a common future.

About the Operations Assistant Role

The Operations Assistant plays a vital role in supporting API's mission by helping ensure smooth day-to-day operations. This position supports the Grants Program (Fellows and Organizational Partners), assists with tour coordination, and manages general administrative processes. The Operations Assistant also provides support to the Executive Director and Director of Operations and Communications, helping keep workflows organized and operations running effectively. Additional support for events, data management, and other projects may be requested as needed.

Reports To

Director of Operations and Communications

Responsibilities

Administrative and General Operating Support

- Schedule staff and Board committee meetings, circulate relevant materials, and take meeting minutes.
- Maintain organized digital files and track internal deadlines.
- Support internal communications and meeting follow-up.
- Assist with routine data entry, record-keeping, and document preparation.
- Provide general operational support as needed.

Grants Program Support

- Assist with key aspects of the Grants Program workflow, including application cycles, submission tracking, and maintaining Fellowship/Partnership documentation (grant agreements, disbursement details, etc.).
- Serve as a point of contact for Fellows, responding to inquiries and providing updates.
- Help ensure timely communication and accurate program records throughout the grant period.

Tour Coordination (~1 trip per year)

- Support planning and organizing tour logistics, including itineraries, travel, and lodging.
- Communicate with participants, partners, and vendors to confirm details.
- Track timelines and maintain organized tour-related documents.



- Provide support to ensure smooth coordination before, during, and after each tour.

Ideal candidate will have:

- Bachelor's degree in nonprofit management, business administration, operations, or a related field
- Fluent in English, with strong written and verbal communication skills
- Experience with Google Suite and Zoom; familiarity with Canva and CRMs is a plus
- Strong organizational and project management skills
- A proactive, self-starter, able to suggest improvements and follow through
- Collaborative and team-oriented approach
- Flexible and adaptable, able to work effectively within a part-time schedule

The Abraham Path Initiative is a fully remote team, with staff working across multiple international time zones. This is a flexible, project-based position; however, attendance is required for meetings, typically scheduled Monday–Friday between 16:00–19:00 Jerusalem time. This role may involve very limited travel, such as 1-2 trips per year for Board Meetings or related events. API is an Equal Opportunity Employer without regard to race, color, religion, gender or gender identity, pregnancy, sexual orientation, age, national origin, marital status, disability, veteran status, or any other protected characteristic as established under U.S. law

Salary and Benefits

\$1,000-\$1,300 USD/mo, flexible schedule, professional development opportunities, competitive PTO allowance

Estimated Start Date

February 2, 2026

How to Apply

Send a cover letter and resume to hiring@abrahampath.org by January 7, 2026