Reichman University Raphael Recanati International School

Junior International Marketing Coordinator
Raphael Recanati International School (RRIS)

The Junior International Marketing Coordinator plays a key role in supporting the execution of the RRIS's marketing and recruitment strategy. This is a junior-level position, suited for recent graduates or candidates with 1–2 years of relevant experience.

Key Responsibilities:

- Support the marketing team with the planning and execution of fairs, info sessions, open houses etc.
- Attend marketing events on and off campus and support recruitment efforts through in-person presentations and event participation.
- Coordinate, attend and manage roundtable discussions with international students, including scheduling, communication and follow-ups.
- Produce tailored marketing materials and content.
- Collaborate with the Campus Life team to co-create marketing content that supports student engagement initiatives and boosts overall visibility of the RRIS.
- Collaborate with regional desks (South Africa, France, and Latin America) to support region-specific events and content.

Requirements:

- **Bachelor's degree from Reichman University – Must**
- **Mother- tongue English – Must**
- **Full proficiency in Hebrew – Must**
- 1–2 years of marketing experience, preferably in digital - Advantage
- Excellent verbal and written communication skills
- Highly organized with strong project and time management skills
- Ability to work independently, take initiative, and thrive under tight deadlines
- Tech-savvy: strong command of Microsoft Office, Canva, and basic video editing tools.
- Experience with CRMs and email marketing tools – *an advantage*
- Team player with a high level of motivation and a can-do attitude
- Willingness to work occasional evenings or weekends

Please send your CV to: rris.marketing@runi.ac.il
Only relevant applications will be answered