



Marketing and Communications Coordinator

Responsibilities:

- Create compelling content to reflect the organizations mission and events for our: weekly e-newsletters, e-mail blasts, print materials, fundraising and donor relations materials.
- Write and edit content for marketing collateral, including event invitations, registration forms, print and electronic media.
- Manage website updates, content and online event registration.
- Update social media accounts with current events and important calendar information.
- Edit and post YouTube videos to our website.
- Maintain membership database including communications with members for Yahrzeits (anniversary of death).
- Handle all incoming calls promptly and professionally.
- Maintain general office inventory.
- Support Rabbi, board and executive staff as needed. Direct report to Executive Director.

Qualifications:

- Proficiency in Microsoft Word, Excel, Outlook, Google Drive, Access, Wordpress and Social Media. Ability to learn other programs.
- Exceptional writing and editing skills.
- Highly detail oriented with ability to manage a busy programming calendar
- Excellent organizational skills; ability to prioritize and multi-task effectively
- Strong interpersonal and customer service skills
- High level of personal and professional integrity
- Knowledge of and interest in Jewish culture, rituals and institutions preferred.

Salary commensurate with experience.

Please send cover letter and resume to sklein@cbi18.org

Duration:	Full-time
Salary Range:	Not Posted
Benefits:	Paid vacation, sick leave, leave early for Shabbat, Jewish and secular holidays off
Preferred Experience:	2 Years
Preferred Degree:	Bachelors