

Communications & Marketing Coordinator

Temple Israel of Westport is seeking a creative, collaborative and highly organized teammate who is able to utilize all forms of digital and print communication to interact with Temple Israel's membership. Through these communications, you will manage and share our community's embracing and soulful and voice in a cohesive way. The Communications and Marketing Coordinator will be a key member of Temple Israel's staff, working closely with the senior staff to vision, plan and implement all aspects of congregational communication.

We seek a creative, collaborative partner who is excited to join a youthful staff team operating at the forefront of Jewish congregational life.

We seek a candidate who is experienced in email marketing and social media management.

We seek a candidate who is highly-organized, attentive to detail.

We seek a candidate who is able to prioritize tasks and maintains a positive attitude while managing competing demands.

Responsibilities

- Establish and execute **communication plans**
- Create and execute **email marketing**
- Create and execute **social media** content and strategy
- Manage and implement **website content**
- Production of **print materials** as needed, including brochures, signage, service booklets, invitations, registration forms, and promotional material, etc
- Plan and execute **photography** of congregational events; maintain and utilize digital photo archive
- Plan and execute **videography** of congregational life
- Support development/fundraising efforts by producing effective development materials

Qualifications

- Creative designer proficient in Adobe Creative Suite, Canva and other design tools
- Knowledge and expertise with various social media platforms
- Excellent written communication, proofreading, and editing skills
- Superior organizational, time management and project coordination skills
- Experience using HTML, XHTML, WordPress and CSS preferred
- Ability to take full ownership of assigned projects
- Strong interpersonal skills and ability to build collaborative relationships with teammates
- Proactive approach to resolving problems and challenges
- Background or interest in Jewish community life

The Communications and Marketing Coordinator is a full time position, supervised by the Director of Programming and Member Engagement.

Position Available: ASAP

Benefits: Health insurance provided (80% of premium covered by congregation), long-term and short term disability provided, dental and vision available

Salary Range: \$60,000-65,000

Send resume and sample work to Bryan Bierman at bbierman@tiwestport.org