

Temple Beth-El Marketing and Communications Coordinator

Reports to: Executive Director

We are seeking a passionate, detail-oriented professional to support our Temple and community initiatives. Our new Coordinator will be responsible for implementing and managing a coordinated marketing/communications strategy. This position will also work with the Rabbi and Executive Director to help plan and coordinate various congregational programs. The Coordinator will coordinate the logistics for program activities generated by the Rabbi's office. This individual must communicate regularly and effectively with the entire staff and particularly with the Rabbi's office, Executive Director, and the Maintenance Manager. We are looking for someone with excellent communication skills, both verbal and written. This person must have experience in marketing and communications and the ability to work collaboratively with a team of dedicated professionals. Familiarity with Judaism is a plus. This is a full-time position with benefits.

Job Responsibilities:

Communications/Marketing/Website

- a. Create printed and digital materials for the Temple, including prospective and new member materials.
- b. Create, coordinate and insure a consistent and regular presence for the Temple on social media.
- c. Create and maintain a comprehensive, user-friendly Temple website.
- d. Maintain the Temple calendar.
- e. Create and send email blasts and newsletters.
- f. Create forms and registrations for programs.
- g. Create booklets for events, i.e., B'nai Mitzvah, Confirmation, Baby Naming, Annual Meeting booklets.
- h. Create event/program invitations and collect reservations.
- i. Manage and solicit Ads for One Stop Marketing.
- j. Ensure Jewish Press & Federation have been notified of calendar events, write ups and additions for their own calendars.

Event Planning and Coordination

- a. Coordinate and organize life cycle events at Temple Beth El. These include but are not limited to: B'nai Mitzvahs, Weddings, Funerals, Brit & Baby Namings, and other Temple events.
- b. Coordinate events/programs such as Adult Education, Committee Meetings, High Holy Days, Second Seder, Education Lectures, Annual Meeting, Shabbat Dinners and Adult Purim, etc.
- c. Arrange AV & technology needs for events including streaming, recording and sound with IT.
- d. Work with outside organizations and agencies in the Tampa/St. Pete Jewish Community to coordinate community event planning.

Programming

- a. Utilize planning forms to facilitate implementation of new and creative programs.
- b. Work with the Executive Director to ensure security presence.
- c. Work with Maintenance Supervisor to ensure set up forms are complete and program needs are met.

- d. Be a presence for onsite and offsite events/programs.
- e. Create videos for HHD & Art Festival Volunteers and other areas when needed.

Administration

- a. Database (Shul cloud) data entry and maintenance.
- b. Answer telephones and doorbell.

This is a full-time salaried on-site position with -a fully employer paid health insurance plan option, elective dental, vision and supplemental benefit plans, paid personal time off, congregation membership, professional membership dues and professional development allowance. Work hours Monday through Friday 9:00 am - 5:00 pm with occasional evening and weekend hours.

Salary: \$60,000-\$70,000, compensation is commensurate with experience.

Please send a cover letter, resume, and sample marketing materials to Gerri@templebeth-el.com