

## **Temple Sinai- Communications Associate**

Supervisor: Communications Director

The Communications Associate at Temple Sinai is responsible for supporting the synagogue's overall communications strategy and online presence. S/he will act as the primary graphic designer for the organization. The Communications Associate will work closely with the Communications Director to prepare marketing materials, emails and social media content promoting upcoming programs, events and the synagogue as a whole.

This position requires self-motivation and ability to work independently, while coordinating and playing a vital role on the larger team.

### **BASIC RESPONSIBILITIES**

1. Use graphic design skills to create attractive collateral pieces for the organization such as flyers, postcards, invitations, print ads, membership materials, brochures, social media graphics and event materials.
2. Support the Communications Director in content management, creation, design and editing of the monthly D'var Sinai newsletter
3. Assist in managing Temple Sinai's social media presence across platforms including Facebook and Twitter
4. Draft and assist with the creation of electronic newsletters and emails
5. Assist in managing content on the organization's website and blog
6. Assist in archiving photos; attend and take photos/videos at events as needed
7. Manage digital kiosk and update with current schedule, upcoming events and photos
8. Serve as back up and support to receptionist and administrative team
9. Other duties as assigned by supervisor

### **MINIMUM QUALIFICATIONS**

1. Bachelor's Degree in marketing, communication, graphic design or related field is required.
2. One to three years of professional level experience
3. Computer skills with a strong knowledge of Microsoft Office. Knowledge of Adobe Creative Suite required. Video editing, MailChimp, Joomla and HTML knowledge preferred.
4. Exceptional time management skills and ability to meet deadlines.
5. Creative, energetic and self-motivated.
6. Excellent writing and editing skills and extraordinary attention to detail
7. Highly developed interpersonal skills: work well with others and interact positively with all constituents of congregation
8. Ability to work in a fast-paced environment and be flexible
9. Candidate must provide design samples

This position is salary based. Salary commensurate with experience. Attractive benefit package with health insurance, paid vacation and pension plan.