

## Position Description– Part-time Communications Coordinator

Temple Israel of Long Beach seeks a creative communications professional to partner with our leadership to effectively create and coordinate communications that engage both our membership, and the broader Jewish and Long Beach communities. The ideal candidate will have the experience and skills to help us deliver the right messaging, to the right constituent, in a timely manner across our website, social media, newsletter, email and mainstream media. The ideal candidate possesses strengths in the majority of these areas: design, technology, storytelling, teamwork, and organization. This position reports directly to our Executive Director and works closely with our clergy, senior staff and lay leadership.

### **About Temple Israel of Long Beach (TILB)**

Temple Israel is modern Reform Jewish Congregation that recently celebrated its 100<sup>th</sup> birthday in Long Beach, CA. We are a welcoming, diverse congregation that honors our past and traditions, embraces the present, and envisions the future. Our mission is to engage in a journey of prayer, learning, and community that inspires us to transform ourselves and the world. We have an award-winning education program (both youth and adult), an active social justice program, and full schedule of religious, social and community activities.

### **Responsibilities**

1. Partner with our senior staff, graphics specialist and lay leadership to develop content that effectively tells our story, and messaging that communicates activities and opportunities for engagement.
2. Coordinate messaging across all TILB communication channels including our website, social media, newsletter, email, print content (e.g., flyers and brochures), and public advertising.
3. Assist in building and maintaining a photo library, graphic assets archive, and style guidelines insuring cohesiveness and a consistent visual brand identity.
4. Monitor digital engagement and utilize data to inform engagement and marketing strategies.
5. Be available to capture happenings during designated programs and rituals/holidays, which might be outside normal working hours.
6. Assist in the publication of our temple and school calendar, ensuring ease of navigation and consistent, current content.

### **Required Qualifications**

- Communication skills to create compelling content coupled with strengths in writing and proofreading.
- Social media and technology expertise.
- Interpersonal skills and collaborative nature in working with clergy, senior staff, lay leaders, committees/volunteers, and other staff.
- Proficiency in WordPress, and Constant Contact (or similar applications)

- Knowledge of and appreciation for Jewish tradition, calendar, and customs or the desire to learn.
- A minimum of 2 years of college coursework in communications, public relations, marketing (or comparable work experience)

**Preferred Qualifications**

- Graphic design skills to create compelling artwork

Reports to: Executive Director

Job type: 20 hours per week (with potential to expand)

Salary: \$18 to \$25 per hour, commensurate with experience

To apply: Send resume and cover letter to [ejs@tilb.org](mailto:ejs@tilb.org)