

Online Communications Associate

The Bender Jewish Community Center seeks a communications and marketing professional for this position. The successful candidate will be responsible for marketing, communicating and promoting programs and events for the Center. The position involves managing the Center's website, creating content for internal publications and managing social media platforms. The Online Communications Associate will be under the supervision of the Chief Marketing Officer and will work closely with the marketing team and program staff.

Qualified candidates will possess the following: excellent verbal, written and interpersonal communication skills, ability to work independently in a fast-paced environment, ability to successfully manage multiple projects, and fluency in PC/Windows and Microsoft Office Programs. Must be proficient in HTML, have knowledge of WordPress and experience with Google AdWords.

To qualify you must have a Bachelor's degree or equivalent work experience. The candidate should have 4 of relevant experience in communications, media, project management or other related field.

Benefits: health/dental, life insurance, long-term and short-term disability, paid time off (PTO), holidays, flexible spending account, 403(b), free membership to our on-site fitness center, indoor/outdoor pools and employee discounts to most Center programs. We are conveniently located near two Metro Red Line stations and have free on-site parking.

To apply: send your resume, cover letter and salary requirements to jobs@iccqw.org.