

Marketing Coordinator

The Jewish Community Center of Greater Washington (JCCGW) is looking for a Marketing Coordinator. The position is responsible for assisting with the daily scheduling and production of external communications across multiple channels within the marketing team. The Marketing Coordinator is 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 and as part of a team, ability to prioritize and multi-task while paying close attention to detail and deadlines, and experience utilizing digital technology (including web research) and aptitude for learning new programs.

To qualify you must have a Bachelor's degree or equivalent work experience. The candidate should have 1-2 years 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@jccgw.org.