

Kehillat Beth Israel (KBI) is looking for a part-time **Communications Coordinator** who will help us convey our mission and programmatic efforts to current members and to the broader Ottawa Jewish community. Our goals include branding KBI and its various initiatives and presenting KBI's various audiences with a unified message.

The ideal candidate will be a rock-star at developing promotional materials and navigating the synagogue's online presence.

What we are looking for:

A consummate marketing and communications expert who has 3-5 years' experience in a marketing or communications capacity, for a **20-25 hours/week position** in a fast-paced environment (we are open to the possibility of remote candidates).

Our Communications Coordinator will have:

- excellent interpersonal and **communication skills**, both spoken and written
- **creativity**, developing new and unique ways to connect with congregants and the broader community
- **organizational skills**, and be **self-motivated and proactive** with the ability to work both in a team environment and independently, and think quickly on his/her/their feet
- a highly collaborative style with the capacity to work with all constituent groups
- good **knowledge of Microsoft Word, Excel, and PowerPoint**.
- **project management and planning skills**, with strong attention to detail and excellent editing skills
- **Demonstrated ability** to lead/manage both the details and logistics of communications projects
- **Significant Experience** working with graphic design programs, web creation/maintenance software, and various social media platforms.

Our Communications Coordinator's role is to:

- Along with the Communications Committee, **develop and implement** an annual communications strategy
- **Oversee** all communications logistics, including collection of content, editing and coordinating with various staff, volunteers, and others involved in content production
- **Manage** the development, distribution and maintenance of all print and electronic collateral, including weekly newsletter, social media channels, and KBI's website
- **Lead** the development of engaging online content; in conjunction with the Communications committee, decide what, where, when, and to whom content is disseminated.

What we offer:

- A supportive team to work with
- Opportunity to make a difference at an important time in our growth as an organization
- A competitive salary, commensurate with experience

To apply: Please send your cv and cover letter, including salary expectations, to Rena Garshowitz, Executive Director: rena@kehillatbethisrael.com by **May 31, 2019**. No phone calls please.