

Department: Marketing

Position Title: Digital Media & Communications Coordinator

Classification: Full-Time Exempt

Summary of Position:

The Pozez JCC seeks a creative, organized, detail-oriented individual with excellent communication arts and design skills who has an interest in fostering a strong sense of community to support the activities of the marketing and communications department.

Qualifications:

- Strong written and oral communication skills
- Strong graphic design skills
- Self-starter and detail oriented with excellent time management skills
- Ability to manage multiple projects in a fast-paced environment
- Proofreading, writing, and editing skills
- Proficiency in Microsoft Office Suite, Adobe Creative Cloud , and general office equipment
- Bachelor Degree and 1+ years of applicable work experience
- Knowledgeable in HTML
- Video production and photography experience
- Sense of humor; enjoys working collaboratively; adheres to principles of quality customer service

Essential Position Duties:

- Website development and content management
- Design and maintain digital sign messages
- Post on social media (Facebook, Instagram, Twitter, LinkedIn, and YouTube)
- Photograph Pozez JCC events, staff, and daily activities
- Create graphic designs for digital sign, logos, website, social media, and more
- Assist in developing marketing campaigns for upcoming programs or events
- Post programs and events to community/media calendars
- Film & produce videos for a variety of activities including programs and events
- Proofread internal publication drafts
- Other responsibilities as assigned

Hours:

40-hour work week.

Compensation and Benefits:

Salary commensurate with experience. Benefits include health insurance, vacation (starting at two weeks per year) and sick leave, retirement plan, JCC membership, and time-off for select Jewish holidays.

Point of Contact:

Please send cover letter and resume to Jobs@theJ.org.

The Pozez JCC is an equal opportunity employer. The Pozez JCC is committed to having a workforce that reflects diversity at all levels of the organization. We recognize the importance of not viewing individuals based on a single identity, and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all

employees. We encourage all applicants regardless of gender, race, religion, age, sexual orientation, disability or other social identity.

About:

The Pozez Jewish Community Center of Northern Virginia (Pozez JCC, the J) is a warm and welcoming, nonprofit, social service organization dedicated to offering quality programs, activities, and services that emphasize Jewish culture, identity, and values to people of all ages and backgrounds. Programming includes cultural, educational, wellness and Israel celebrations which take place on the main campus located in the heart of Fairfax County, as well as span five Northern Virginia counties.