



## Indianapolis Hebrew Congregation Communications Coordinator Job Description

### **Job Summary:**

Indianapolis Hebrew Congregation (IHC) is a Reform synagogue in Indianapolis, Indiana with approximately 900 households, a dynamic Senior Rabbi, creative clergy team and talented staff. IHC is looking for a Communications Coordinator with the ability to take us to the next level with respect to communications and marketing.

This full-time, exempt position is responsible for: 1) overseeing and implementing development, production and execution of all congregant and public communications (website, print and online); 2) developing and implementing a social media strategy; and 3) providing oversight and support for membership and development materials, events and campaigns.

**Reports to:** Executive Director

### **Core Responsibilities:**

*Responsibilities will include, but are not limited to:*

- 1) Develop marketing materials for all IHC programs, events, and fundraisers
- 2) Work with the Executive Director and others to redesign IHC's website and implement a new platform and then manage all aspects of the new website
- 3) Manage all aspects of IHC's social media activities
- 4) Compile, edit and write copy for monthly newsletter, weekly email communication and other promotional e-marketing, coordinating input from various departments, committees and Temple affiliate groups
- 5) Manage numerous high-priority marketing and communication projects from development through implementation, including Annual Report; High Holy Day materials; brochures for Early Childhood Center and Religious School, etc.
- 6) Work with leadership team to develop, implement and staff programs throughout the year; work some nights, weekends and Jewish holidays
- 7) Perform other duties assigned by the Executive Director or Senior Rabbi

**Qualifications:**

- 1) Bachelor's degree in communications, marketing or other associated field; master's degree a bonus
- 2) 2+ years of related experience
- 3) Exceptional written, oral and interpersonal communication skills - ability to engage online, on the phone and in person
- 4) Ability to work independently and with a team
- 5) Detail oriented with the ability to balance multiple projects, work well under pressure, prioritize, meet deadlines and produce quality results on schedule
- 6) Excellent computer skills, including experience with web editing tools, social media platforms, database programs and Microsoft Office suite
- 7) Positive, can-do attitude
- 8) Experience with digital marketing and graphic design a plus (but not required), including experience with publication design products such as Adobe InDesign, Illustrator, and Photoshop
- 9) Experience with email campaign products such as Constant Contact or Mail Chimp a plus (but not required)
- 10) Knowledge of Jewish culture and religious traditions or willingness to learn

Salary: \$30,000 to \$36,000 /year

**Please send Cover Letter and Resume to: [JobApplicant@IHCIIndy.org](mailto:JobApplicant@IHCIIndy.org)**