

Job Title	Communications Coordinator
Reports To	Director of Communications
Directly Supervises	N/A
Employment Status	Part-time, Remote or Hybrid in NYC
Date	Immediately, May 2024
Benefits	Sick time, vacation time, and holidays off
Physical Requirements	Employee will occasionally record video and take photos, which may require standing, walking, crouching, and carrying supplies.

The Role:

Reporting to the Director of Communications and working closely with programmatic staff, the Communications Coordinator is responsible for in-house graphic design, e-communications, and social media coordination at CBST.

Congregation Beit Simchat Torah is a spiritual home for people of all sexual orientations and gender identities. Passionate, provocative, and deeply Jewish, our community engages in spirited debate and activism: rejoicing in diversity, denouncing social injustice wherever it exists, and striving for civil rights for all people.

This role is capped at 24 hours per week, four days per week at least, with flexibility.

Key Responsibilities:

- Create, take edits on, and send a busy schedule of email communications.
- Design print and digital materials for all CBST platforms including social media, website, signage, invitations, book covers, and more.
- In collaboration with the Director of Communications, draft social media copy, plan and execute larger communications campaigns for special events and holidays, and innovate new ways to connect with the LGBTQ+ community in accordance with CBST’s mission.
- Create and edit video content.
- As able, take on short-term communications projects as needed, including website SEO, YouTube page organization, and photo archive maintenance.

Qualifications:

- Strong technical skills: Adobe Creative Suite, Constant Contact, and Microsoft Suite
- Knowledge of Jewish traditions, calendar, text, culture, and Hebrew language a plus
- LGBTQIA2S+ cultural competency

Core Competencies:

- Attention to Detail - consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or outstanding items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- Self-Development - sets appropriate personal work objectives, measures own progress identifies

personal gaps in knowledge, understanding and skill; seeks regular feedback on performance; knows personal strengths and weaknesses, is sensitive to changing personal organizational requirements and changes accordingly.

- Time Management - is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates their efforts on the most important priorities; can appropriately balance priorities.
- Written Communication - is able to write clearly and succinctly; employs correct grammar, punctuation, and patterns of speech; clearly delivers message in tone appropriate to the context.
- Helping Orientation - demonstrates concern for others attend to the needs of the congregation's internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that other find satisfying.

Salary: \$35,000-\$37,000 / \$30 per hour for 24 hours per week

To Apply: Send resume and cover letter to: akates@cbst.org.

About CBST:

Congregation Beit Simchat Torah is a spiritual home for people of all sexual orientations and gender identities. Passionate, provocative, and deeply Jewish, our community engages in spirited debate and activism: rejoicing in diversity, denouncing social injustice wherever it exists, and striving for civil rights for all people.

Our Congregation benefits from clergy, rabbinical and cantorial interns from the Reconstructionist, Conservative, Orthodox, and Reform movements of Judaism. Our staff and lay leaders bring a diversity of backgrounds, expertise, and experience to the community. Together, we take pride in our work and in the strong community we lead, learn with, and support. Apply now and become part of our mission- driven and vibrant community.

CBST is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.