

Temple Emanu-El Job Description

Job Title:	Communications Associate
Department:	Communications
Reports to:	Senior Director of Communications
Hours:	Full-Time

POSITION SUMMARY:

The Communications Associate is responsible for a wide range of duties to support the Communications Department in the areas of graphic design, written communications, project management, digital marketing and engagement, and supporting web-based resources. The Associate will work closely with the entire communications department to meet the needs of the congregation's diverse community.

JOB RESPONSIBILITIES:

- Project manager for the new Pollock Family Media Wall, including:
 - Helping to curate and create editorial content.
 - Sizing and resizing images.
 - Proficiency with vendor-provided custom software to keep the media wall current and exciting for our congregants.
- Graphic editing to support multiple projects of the department:
 - Creating and editing graphics for multiple channels, including social media, website, printed communications and email blasts.
 - Assist in developing PowerPoint presentations, printed handouts and announcements to accompany worship services.
 - Support senior graphic designer in developing marketing for event logos, type treatments and digital signage.
- Newsgathering and writing for publications such as The Window and Impact Report and two standing weekly emails.
- Being an all-in, collaborative partner of a creative, productive team of professionals in a fast-paced office.

JOB REQUIREMENTS:

- Proficient in Adobe Creative Suite (InDesign, Photoshop, Illustrator); PowerPoint; Constant Contact.
- Strong writing skills, including editing and proofreading, knowledge of or readiness to learn AP Style.
- Flexibility a must: Ability to work on many projects at once, meeting multiple deadlines.
- Must be able to build internal and external relationships with a team approach.
- Must support the mission of Temple Emanu-El, with a willingness to keep learning about Jewish customs.
- 3 to 5 years experience preferred.

To Apply: Please submit your resume to HRCareers@tedallas.org