Communications Coordinator
Central Conference of American Rabbis

The Central Conference of American Rabbis (CCAR) is seeking a Communications Coordinator who will report to the Director of Strategic Communications.

The Communications Coordinator will support consistent brand messaging, marketing, content creation, and public relations outreach, with primary responsibility for updating website and creating social media content in support of the CCAR Purpose, Mission, Pillars, and Goals.

Core Responsibilities Include (but not limited to):

- Manage CCAR social media, including content creation and design, social listening, community moderation, and ability to manage a content calendar;
- Manage CCAR’s e-newsletters;
- Manage the CCAR blog, including soliciting new blogs and bloggers, and promoting new publications;
- Assist Director of Strategic Communications in coordinating website and printed materials, and ongoing external communications materials;
- Work with external designer to create digital assets for all major projects and programs, including all printed materials;
- Create communications and marketing timeline and plan onsite public relations activities for CCAR Convention and additional events;
- Assist Director of Strategic Communications in preparation of senior staff, president, and CCAR members for requests from the press;
- Provide assistance to senior staff for speeches, speaking events, interviews, and video filming;
- Support implementation of communications guidelines for CCAR staff as needed to ensure a warm, welcoming, clear, and direct presence on all communication materials and update CCAR branding guide as needed;
- Management of digital assets library (e.g., stock photos, CCAR event photos, CCAR Press images, CCAR logos, proper logos of Reform partners).

Valued Qualities, Skills, and Competencies:

- Expertise in managing social media and designing social media assets (images, quote cards);
- Knowledge of WordPress, Outlook, Constant Contact, Slack, Photoshop, Dropbox, Adobe Acrobat; Experience with Canva is ideal;
- Quick learner with the ability to learn new programs and processes;
- Ability to manage multiple tasks and set priorities and deadlines;
- Must be highly organized and extremely detailed oriented
- Working knowledge of website maintenance (Wordpress);
- Excellent organizational, verbal, and written communication skills -- excellent writing skills (no typo or broken hyperlink gets past you);
- Excellent interpersonal, leadership, communications, and customer service skills, positive attitude, professional and courteous demeanor as an ambassador and representative of the organization;
- Willingness to be flexible;
- Ability to work as a leader, as part of a team, and to work independently;
- Patience and good judgment with people; good conflict resolution instincts and problem-solving skills;
- Ethical foundation in both conduct and qualifications;
- Bachelor’s degree;
- The ideal candidate would be a highly organized self-starter with the ability to multi-task, work collaboratively and in partnership with others, as well as the capacity to work well with a range of personalities;
- Knowledge of Jewish world (desired).

Please submit your cover letter, resume, and salary requirements to hr@ccarnet.org.

About the Central Conference of American Rabbis
The Central Conference of American Rabbis is Reform Judaism’s rabbinic leadership organization. The CCAR strengthens the Jewish community by providing religious, spiritual, ethical, and intellectual leadership. CCAR and its members lead the Reform Movement on important spiritual, social, cultural, and human rights issues, as it has done since 1889. CCAR also is the center for lifelong rabbinic learning, professional development, and personal support for the 2,100 rabbis who serve more than 1.5 million Reform Jews throughout North America, Israel, and the world. Since its founding, the CCAR also has served as the primary publisher of the Reform Movement through CCAR Press and its secondary imprint Reform Judaism Publishing.