

## **Jewish Federation of the Sacramento Region**

### **Communications Manager**

The Jewish Federation of the Sacramento Region, located in California's capital, is seeking a part time Communications Manager. The desired candidate is an individual is excited about communicating the work of the Jewish Federation. The successful candidate will be actively engaged in the community an excellent communicator and be able to create content for the print Voice, EVoice and for social media. To apply for the position please send a cover letter and resume to [pherman@jewishsac.org](mailto:pherman@jewishsac.org)

### **Position Description**

The Communications Manager will report directly to the Chief Executive Officer. The desired candidate will be a strong leader responsible for all communications of the Jewish Federation, including the role of Managing Editor/Writer for the organization's quarterly community publication, *The VOICE*. This individual is a natural connector of people and resources; a good listener; and savvy about community dynamics. The Communications Manager is expected to interact with Jewish community leadership, Federation Board, and representatives from external community organizations.

### **Responsibilities**

- Work with CEO to conceive, develop, and implement communications activities related to Federation programs and activities.
- Establish and maintain effective relationships with community members
- Interact and cooperate with Federation and community lay leadership.
- Manage development and production of the Federation's newspaper, *The VOICE* (4 issues per year/average 24-32pp.), from storyboard development to interfacing with the contracted graphic designer and printer to mailing.
- Monitor local and global news sources regarding issues related to a variety of Jewish issues and Israel.
- Organize and coordinate communication strategies to maximize cost efficiency and effectiveness.
- Attend and report on community events
- Create the weekly EVoice, update the organizational website regularly, and maintain the online Community Calendar of events and a steady social media presence.
- Work in a timely manner with professional and lay leadership in the event of local, national, or global emergencies related to the Jewish community or Israel.
- Some "off hours" support (as needed) will be required for signature Federation events.
- Special projects as defined by the CEO.
- Maintain quality and consistency of all Federation materials (print and online).

### **Qualifications/Skills Required:**

- Work creatively and independently on a diverse range of projects.
- Excellent writing skills
- Bachelor's degree required
- Knowledge of local, national, and global issues important to the Jewish community and Israel.
- Diplomacy, discretion, leadership, and strong listening skills.

- Exemplary oral and written communication, follow-up, and project management skills; attention to details is critical.
- Ability to work collegially with staff, Boards, and community leadership.
- Knowledge of Constant Contact required, knowledge of other Web and Database software desired.
- Knowledge of the Sacramento Region's Jewish community a plus.

**Deliverables**

- *The VOICE* (Manage development and production of Federation's newspaper, average 24-32pp., including storyboard development, research, original writing, external inquiries, design management, printing, and mailing)
- Weekly EVoice (52 issues)
- Additional EVoice Blasts as required
- Website content and design
- Special E-Communications/Action Alerts
- Press Releases
- Online Community Calendar
- Key communications for the CEO and Board leadership, as appropriate
- Grants
- Collateral Materials

Salary range between \$30 - \$35/hour

Please apply by submitting a cover letter and resume to [pherman@jewishsac.org](mailto:pherman@jewishsac.org)