Position Title: Communications Assistant
Department: National Office of Communications and Public Affairs
Location: Hebrew Union College-Jewish Institute of Religion
Brookdale Center
One West Fourth Street
New York, NY 10012
Position Reports to: Assistant Vice President for Communications and Public Affairs
Status: 2-Year Contract Position
Salary: Commensurate with experience

About Hebrew Union College-Jewish Institute of Religion
HUC-JIR is the center of innovation for Jewish life and learning – preparing rabbis, cantors, leaders in Jewish education, Jewish nonprofit professionals, pastoral counselors, and scholars to apply their knowledge, commitment, vision, and expertise to strengthen and transform the Jewish community and larger world. We are the premier Jewish seminary in North America and the academic, spiritual, and professional leadership development center of Reform Judaism. Our students and alumni are leading a Jewish renaissance in North America, Israel, and around the globe as leaders in synagogues, schools, Hillels, hospitals, camps, the military, and Jewish organizations worldwide.

About Institutional Advancement
With the arrival of our new president Dr. Andrew Rehfeld, Hebrew Union College-Jewish Institute of Religion has launched an immediate and significant investment in institutional advancement staff and activities to strengthen philanthropic support for our mission of developing the next generation of Jewish professional leaders and scholars. We are recruiting a team to build our infrastructure, expand our donor base, enhance our stewardship efforts and increase our short-term revenue as we prepare for a major campaign in the next few years.

About the Position
Reporting to the Assistant Vice President for Communications and Public Affairs, the Communications Assistant supports the comprehensive national program of communications and marketing. The Communications Assistant works closely with the Assistant Vice President, Director of Marketing and Communications, and Social Media and Communications Associate to facilitate the implementation of print and digital communications. As HUC-JIR seeks to
strengthen engagement, public awareness, and support, the Communications Assistant will promote, publicize, and advance institutional news, projects, programming, recruitment, and fundraising initiatives.

**Duties and Responsibilities**

- **Website:**
  - Rewrite/update website content as needed: text, photo, and video
  - Create new webpages and webforms responsive to the needs of colleagues
- **Press:**
  - Assist with the development of national, campus-specific, and program-specific e-newsletters
  - Assist with the writing, production, and distribution of national press releases
- **Events:**
  - Assist with the creation of digital and print marketing material, invitations, and programs for campus-specific and national events
  - Assist with the creation of digital and print material for Graduation/Ordination: national invitation, New York programs, press release, editing citations
- **Development:**
  - Assist with the editing and review of President’s Report donor lists with designer and development team
  - Assist with the design and editing of scholarship material
  - Assist with the design and editing of annual tribute dinner digital and print material: invitation, website, program, etc.

**Essential Attributes**

- Ability to work collaboratively with a wide variety of constituents and office colleagues
- Excellent oral and written communications
- Ability to organize, multi-task, perform under pressure, and complete projects with time deadlines
- Experience interacting with external media outlets and vendors (graphic designers, printer and mail house production companies, etc.)
- Facility to provide information with clarity, courtesy, and tact
- Judgment necessary to handle delicate and confidential circumstances and information
- Willingness to work extended hours when necessary to meet deadlines

**Minimum Qualifications**

- Expertise and experience in:
  - Drupal or a similar content management system
  - Microsoft Office: Outlook, Word, Excel
  - InDesign
- Proficiency with graphic design and branding
Photography and videography skills desirable, but not required
Ability to organize, multi-task, and complete projects with time deadlines
Bachelor’s degree required

**Organizational Relationships**
The Communications Assistant reports to the Assistant Vice President for Communications and Public Affairs, who reports to the Vice President of Institutional Advancement, who reports to the President of HUC-JIR. The Department of Institutional Advancement encompasses Development, Alumni Relations, and Communications and Public Affairs.

**Working Conditions of Employment**
Work may require more than 30 hours per week to perform the essential duties of the position; normal office environment. This position is not benefits eligible.

**Application Procedure**
For immediate consideration, interested candidates should forward their resume and cover letter to jrosensaft@huc.edu with Communications Assistant in the subject line. Candidates selected for employment are subject to background check.

Hebrew Union College-Jewish Institute of Religion is an Equal Opportunity Employer (EOE) and complies with all applicable laws and regulations regarding equal employment opportunities. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, gender, gender identity and expression, national origin, sexual orientation, disability, or veteran status.