

The Forest Hills Jewish Center

Job Description Form

Position Title: Communications/Development Volunteers

Reports To: Volunteer Coordinator and Executive Director

General Purpose: *In a few brief sentences summarize the primary duties and responsibilities.*

FHJC is looking to recruit several skilled and committed volunteers to work on communications and development projects which will help this urban Conservative Jewish synagogue increase membership and develop programs and activities with broad age and interest appeal. Need to commit to about 15 hours per week for three months and we will provide professional career development and solid networking benefits. You will gain work experience in the not-for-profit sector and the intrinsic satisfaction of helping our synagogue continue to grow into the future!

Essential Functions: *Describe the intrinsic job duties that define the core responsibilities of the job.*

- Develop and write content for the weekly synagogue bulletin, Shabbat Shalom, in both print and e formats.
- Assist in the coordination of articles for bi-monthly newsletter The Message.
- Coordinate and develop program flyers and email alerts for membership, fundraising and development projects.
- Maintain monthly calendar of programs and events, and make recommendations for new programs, as appropriate.
- Write and develop press releases and coordinate media placements.
- Maintain updated listing of all relevant print and online media contacts.
- Send weekly event listings to local Jewish and general community newspapers and online placements.
- Update www.fhjc.org website by using wordpress.
- Maintain all Facebook pages for the synagogue.
- Assist Executive Director, Clergy, Educators and program volunteers to outreach through social media.
- Coordinate fundraising mailings and phone banks.
- Attend events and assist program chairs for all committees and arms of synagogue with follow up regarding registration and help with set up of events
- Maintain online photo files and graphics, and develop communication pieces under supervision of professional staff.
- All other duties as required.

Qualifications/Basic Job Requirements: *Describe the skills, knowledge and abilities required. Include minimum educational and experience requirements and preferences.*

- Knowledge of social media, excellent written and oral communication, proficiency in

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graphic design software. ability to work independently and under supervision of various professionals. Excellent interpersonal and customer service skills required. Must be able to multi-task and be a team player.

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