**JOB TITLE: COMMUNICATION DESIGN SPECIALIST**

**STATUS: PART-TIME, UP TO 15 HOURS A WEEK**

**REPORTS TO: EXECUTIVE DIRECTOR**

The part-time Communications Design Specialist brings digital media skills to lay out print and electronic communications and update the website, and (if feasible) manage social media accounts for Congregation Beth Israel Ner Tamid, an egalitarian Conservative synagogue in Glendale, Wisconsin.

**PRIMARY DUTIES AND RESPONSIBILITIES**

* Format the Congregation’s weekly email newsletters, monthly print bulletin*,* eblasts*,* and other collateral using prepared content and existing templates in support of the Congregation’s brand.
* Provide regular updates to the Congregation’s website, including the monthly calendar of events using provided content. This may include shortening communications from other materials as needed for the web format.
* Format the annual print directory of members and the annual calendar.
* Manage and maintain social media presence (primarily Facebook), if hours permit, applying best practices for engaging the Congregation’s diverse audiences.

**PREFERRED SKILLS, KNOWLEDGE, AND ABILITIES**

* Ability to manage multiple responsibilities and deadlines
* Strong organizational skills and attention to detail
* Ability to communicate and work with others
* Proficiency with Adobe InDesign and Photoshop, WordPress, MailChimp or similar tool and social media platforms. Ability with other relevant design and graphic applications like Illustrator a plus.
* Knowledge of or familiarity with Conservative Judaism or willingness to learn.
* Bachelor’s degree, Associate degree, Technical Diploma or relevant experience.

**APPLICATION REQUIREMENTS**

**Submit, *in one pdf file*, to: office@cbintmilwaukee.org**

* A cover letter and resume
* Two samples of communication design work that demonstrate your ability to use design skills to share information. Please include one print product and one electronic product. Samples should demonstrate your skills, knowledge, and ability to succeed.