
The Levite Jewish Community Center: Communications Manager – Full Time

LJCC Identity Statement

Through the lens of Jewish identity and values, the Levite Jewish Community Center provides a welcoming, family-oriented gathering place for a diverse membership to engage in a meaningful experience of the mind, body and soul.

LJCC Vision Statement

The Levite Jewish Community Center will be recognized as a model for member-centered, high quality Jewish programming, education and recreation. We will be known for superior facilities and visionary leadership through financial sustainability and community outreach.

LJCC Core Values

- We cultivate memorable life experiences and meaningful relationships
- We pursue collaboration within the Jewish and broader communities
- We empower individuals to learn and understand Jewish values
- We provide a welcoming and open environment
- We embrace and celebrate diversity
- We encourage wellness of the mind, body and soul
- We connect our community to the people of the State of Israel

General Position Summary

“If you are a creative individual with photography/video, graphic design, PR and writing skills who wants to expand your vision and impact a community, this job’s for you! From fitness and childcare to social action and sports, the opportunity is to move forward the story of the Levite Jewish Community Center. During the Pandemic, the LJCC has forged a unique path in serving its members and the community-at-large. Come be a part of something big and our team!”

Essential Functions

- Executes communications vision of Executive Director
- Oversees the compilation of all the materials in all mediums by setting a production schedule and ensures timelines and quality standards are met
- Liaises with internal and external contributors
- Liaises with external communications as directed by the Executive Director
- Identify current audiences and develop target audiences for LJCC communications and corresponding communications channels
- Organize and manage content – at organization, departmental and program levels
- Ensure messaging is consistent across organization by being involved in production, coordination and review for all layers of communication
- Coordinate review of all communications with Executive Director by conducting first round of review, then packaging and prioritizing items for standing review with Executive Director
- Manage inventory of all communications products and materials in every medium
- Create and publish content for social media platforms that represents the LJCC’s brand and voice
- Take photographs and video around the LJCC for every day happenings and special events
- Create a wide range of graphics and layouts for product illustrations, flyers, social media content, logos and website with software such as Illustrator, Canva, Publisher, among others
- Other assigned duties when necessary
- Embrace all Core Values and all inherent missions, goals, directives and tasks of the LJCC.

- Must be able to sit for long periods, walk, stand, speak English, bend, stoop, reach above head and lift up to 25 pounds.

Job Scope

Recurring work situations with occasional variations from the norm. Job involves a moderate degree of complexity. Operates from established and well-known procedures typically but may have to use a high degree of creativity in meeting the individual need of the member or guest. Operates independently with minimal supervision.

Supervisory Responsibility

N/A

Interpersonal Contacts

Contacts are made with others both inside and outside of the LJCC. Fulfill the needs of our members and guests by providing services on-site with both phone and face-to-face interactions. Must be able to handle confidential/sensitive information of our members and guests with the utmost discretion.

Education and/or Experience

Bachelor of Arts
Excellent Communication Skills

Job Conditions

Have flexibility to work different shifts. Frequent interruptions may occur. Maintain a clean cut and professional appearance. Some Holiday/Special event work may be required.

Reports to: Executive Director

Salary: TBD

Benefits: Medical, GAP, RX, Dental and Vision Insurance, FSA-Flexible Spending Account, 401K and 403(b) plans, Supplemental insurance offered, Life Insurance offered, PTO and Vacation Benefits

The Levite Jewish Community Center is an Equal Opportunity Employer