



MARKETING MANAGER & ADMINISTRATIVE COORDINATOR

Employment Type: Full-Time

Reports To: Executive Director

About The Emanuel Synagogue

The Emanuel Synagogue has been a cornerstone of Jewish life in Greater Hartford for over a century. Known for our warmth and inclusivity, we offer vibrant religious, educational, cultural, and social programs that foster connections, meaning, and joy. With 550 households and growing, we are investing in our team and programs to meet our congregation's evolving needs. If you are passionate about making an impact in a supportive, multi-faceted environment, we want to hear from you!

Role Overview

The Marketing Manager & Administrative Coordinator is an essential member of our team, who drives our messaging and publicity through developing marketing strategy and drafting and designing our digital and print materials. This new position also performs a range of administrative functions, including correspondence and program coordination, while working with the senior staff, clergy and lay leaders. We are looking for a proactive individual who enjoys building relationships with members, communicates effectively across diverse generations and perspectives, relishes providing kind customer service and utilizes current technology and software to achieve efficiencies and objectives.

What You'll Do

Marketing & Communications (60%)

- Work with senior leadership to devise marketing strategies, tactics and timetable.
- Collaborate with program professionals to develop, draft, design (using Canva, Adobe Illustrator, etc.) and coordinate print and digital materials, including all e-blasts, social media posts, flyers, brochures, posters, bi-monthly newsletter, and communications.
- Oversee the email lists that run on our communication platforms.
- Update and maintain the congregation's website with current information and events, ensuring ease of use and accessibility for members.
- Collaborate closely with Religious School and Executive Director to promote events, classes, and programs through email campaigns and social media.
- Post events to community calendars and websites.
- Manage the Marketing budget and freelancers

Administrative Roles & Event/Program Coordination (40%)

- Support the work of senior staff, clergy, lay leaders through coordination, correspondence and administrative tasks, as needed.
- Support the planning and execution of in-house synagogue events and programs
- Shares administrative duties with office colleagues, such as receiving and assisting members, answering phones, using ShulCloud (our database/CRM), to help with administrative tasks and member requests.
- Provides friendly customer service to our members and guests.

What We're Looking For

Skills & Experience

- Associate or Bachelor degree, preferably in digital marketing or communications.
- 2+ years of experience in communications/marketing; administrative coordination, a plus.
- Strong writing, editing, proofreading.
- Expert in Microsoft Office products; working knowledge of Constant Contact, a plus.
- Working knowledge of Canva; Adobe, InDesign and Photoshop, a plus.
- Website content editing and management (i.e. WordPress) or the confidence to learn how.
- Experience in working with a data base/CRM or the confidence to learn how.
- Strong knowledge of Jewish holidays, culture, and traditions.

Traits & Qualities

- Detail-oriented with the ability to manage multiple priorities.
- High integrity and discretion in handling confidential information.
- Approachable and skilled in working with diverse stakeholders.
- A collaborative team player with excellent customer service skills.
- Willingness to learn and grow - and make suggestions to improve our work.
- Holds self accountable and treats the job as if it is their own business.

Why Join Us?

- **Schedule:** Monday–Thursday 9 AM–5 PM, Friday 9 AM–1 PM, with occasional evening/weekend flexibility.
- **Competitive Compensation:** \$50,000 to \$55,000 annually.
- **Generous Benefits:** Medical, dental, vision for the employee; as well as life insurance, disability, paid time off, and national/Jewish holidays.
- **Community Perks:** Courtesy synagogue membership; most programs and dinners are complimentary.
- **Meaning:** Profound satisfaction in being part of something greater than yourself, knowing that the work you do helps improve people's lives and makes our world a better place.

How to Apply

Ready to make a difference in a supportive and welcoming community?

Send your **resume and cover letter** to Jacob Schreiber, Executive Director, jacob@emanuelsynagogue.org