

Specialist, Online Presence

The Jewish Council of North Central Florida (JCNCF) is seeking a creative and detail-oriented professional to join our team as an Online Presence Specialist. This role is essential in shaping JCNCF's public presence, promoting our programs, and fostering engagement within the community. The ideal candidate will have a passion for creating impactful marketing strategies and communications to highlight the vibrant and diverse programs we offer. ***This is a part-time position (10-12 hours per week) with flexible scheduling and compensation of \$20 per hour.***

For more information or to apply, call 352-371-3846 or email executivedirector@jcnf.org.

Responsibilities include, but are not limited to:

- **Marketing and Communications**
 - Develop and manage marketing strategies for JCNCF-led and JCNCF-sponsored programs and events, focusing on social media and email campaigns
 - Create and manage social media strategies to highlight general events, current happenings, and broader activities within the local, national, and international Jewish community
 - Collaborate with the Executive Director to create and distribute weekly email announcements featuring upcoming events, news, and opportunities
 - Maintain and update the JCNCF calendar and website to ensure accurate and timely information is available

- **General Support**
 - Potentially attend monthly Board meetings via Zoom

- **Community Leadership**
 - Support leadership efforts within the community to foster engagement and strengthen connections

Qualifications

- **Education:** Bachelor's degree in Marketing, Communications, Digital Media, or a related field is preferred. Equivalent professional experience may be considered.
- **Experience:** At least 2 years of experience in marketing, communications, social media management, or a similar role, preferably within a nonprofit or community-focused organization.
- **Cultural Knowledge:** Familiarity with Jewish culture, traditions, and community dynamics is highly preferred.
- **Technical Skills:** Proficiency in digital tools and platforms, including Microsoft Office 365, Canva or other graphic design software, email marketing platforms, social media management, and basic website maintenance.
- **Communication Skills:** Excellent written and verbal communication skills, with a proven ability to craft engaging content tailored to different audiences.
- **Organizational Skills:** Ability to manage multiple projects simultaneously, prioritize tasks effectively, and meet deadlines.
- **Creativity:** A keen eye for design and an innovative approach to creating engaging marketing materials and campaigns.
- **Professional Attributes:** Strong work ethic, flexibility, and a collaborative spirit with the ability to work independently in a remote environment.

Physical Requirements

Adequate visual acuity is necessary to read documents and create digital content effectively.

Mental Requirements

This role requires strong organizational and multitasking abilities to manage various marketing and communications projects simultaneously. Attention to detail and creativity are essential to ensure high-quality, engaging materials. The position also involves collaborative problem-solving and a commitment to building strong relationships within the community.