

## **Communications Coordinator** (part-time, remote)

NCJW-Milwaukee is seeking a part-time staff person (2-10 hours per week) to manage communications for a nonprofit, 501(c)3 advocacy group run by a 100% volunteer board.

### Essential Duties and Responsibilities:

- Update and maintain website using Wordpress
- Create social media content schedule in partnership with board leadership
- Post on social media channels
- Manage section use of MailChimp for email communications
- Coordinate quarterly section e-newsletter content in partnership with board leadership
- Design event invitations, programs, social graphics, marketing materials to promote section
- Attend monthly board meetings when possible (may be held in person in Milwaukee area or virtual on Zoom)

### Knowledge, Skills and Abilities Requirements (KSAs):

- Proficient with MS Office products, WordPress, Facebook, Instagram, and Email Marketing Platforms (MailChimp preferred)
- Excellent organizational skills and strong attention to detail
- Ability to manage time effectively
- Ability to adhere to NCJW-MKE brand guidelines in all areas of work

### About Our Organization:

National Council of Jewish Women (NCJW) is a volunteer organization that has been at the forefront of social change in Milwaukee since 1895. Inspired by Jewish values, NCJW takes a progressive stance on issues such as child welfare, women's rights, reproductive justice and human trafficking. Locally, NCJW-MKE has been the gateway for Milwaukee's Jewish community to live their values through advocacy and service. We embrace individuals of diverse backgrounds, regardless of faith or gender, who want to make positive change at the local, national and global level. Learn more at [ncjwmke.org](http://ncjwmke.org)