



## **Communications Manager Job Description**

The Jewish Democratic Council of America (JDCA) is a 501(c)(4) organization that advocates for Jewish and Democratic values and supports elected officials and candidates who share such values.

### **Description**

JDCA seeks a full-time Communications Manager to serve as a key member of our communications team. They will serve a multifunctional role to advance JDCA's communications strategy, bolster JDCA's brand and name recognition, and grow JDCA's base of support. This position reports to the Chief of Staff, as well as the Digital Director.

### **Responsibilities**

The JDCA Communications Manager will hold day-to-day responsibilities that are vital to the organization's communications strategy, in addition to long-term projects. Responsibilities include, but are not limited to:

- Drafting daily social media content for Facebook, Twitter and Instagram;
- Strategizing and developing social media plans to expand JDCA's social media reach;
- Expanding JDCA's social media presence to new platforms
- Creating original video content;
- Tracking and analyzing social media data;
- Creating graphics for social media and JDCA email campaigns;
- Editing, clipping, and creating video content;
- Managing JDCA's website content and updates;
- Managing JDCA's online store and developing new content;

### **Experience and Qualifications**

- A commitment to the work and objectives of JDCA.
- Superb written, verbal, and interpersonal skills.
- Time management and flexibility with job duties.
- Creative, self-starter attitude.
- Proficiency in Google Suite and Microsoft Office.
- Preferred proficiency in Adobe Creative Suite, Canva, WordPress and video editing software.
- Organized, dependable self-starter with a close attention to detail and accuracy.
- Flexible team player with the ability to work with diverse groups of people.
- Demonstrated ability to exercise initiative, judgment, confidentiality and discretion.
- Efficient and comfortable in a deadline-driven environment.
- Bachelor's degree and proven record of relevant communications experience and success.
- Ideally 1-2 years experience, with preference given to candidates with experience in political communications.

This role offers great opportunities for growth and mobility within the organization. Salary commensurate with applicant's qualifications, ranging from \$50,000 to \$55,000. JDCA provides generous benefits including paid time off, health/vision/dental insurance, and an employee-matched simple IRA. JDCA fosters a collaborative, warm and welcoming culture. This position is based in Washington, D.C.

JDCA is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran.

To apply, please send a resume, cover letter, and list of three references to [info@jewishdems.org](mailto:info@jewishdems.org). Please note "Communications Manager" in the subject line.