**Position Title**: Marketing Specialist

**Organization**: Jewish Family Service of San Diego

**Position Type**: Full-time, non-exempt

**Salary:** $20.00 – $21.80

**Pay Rate:** Depending on experience

**Standardized Benefits**:Benefits for this position include a 401(k) plan, medical, dental and vision coverage, flexible spending accounts, life insurance and generous holiday benefits.

*Do you want to combine your passions for changing lives, crafting compelling communications, inspiring others, and maintaining order? Do you want to be part of a creative team that loves coming to work every day? If you answered yes, then we should talk.*

As the **Marketing Specialist,** your focus will be on owning our department workflow and driving our internal communications to the 200+ members of Team JFS. You will also contribute to diverse projects that tap into your passion for social media, creative writing, and visual storytelling. This is an opportunity to learn and grow professionally in a quick-paced environment with the support of a tightknit team. This dynamic position requires a person of multiple talents who can effectively communicate – in person and in writing – and translate incoming work requests into clear, actionable tasks. You will be the team player that can do a little bit of everything.

**ABOUT YOU**

**You favor both sides of your brain.**

While you’ve honed your reputation as a formidable organizational master, your alter ego is a creative whiz kid. You know how to stay on task, and you aren’t afraid to jump in with creative ideas to drive a project forward. You love to communicate across many channels and can adapt your style to accommodate different audiences and objectives.
You have a voice, and you know how to use it to inspire and motivate.
You are quick to master new technologies and you know how to utilize them to create a persuasive message.

**Organization is one of your favorite sports.**

You have a genuine passion for keeping things neat and tidy. You thrive on clean cabinets, inboxes, and filing systems, and you’ve never met a process you couldn’t improve.

**Communication is everything.**
You live and breathe clear, consistent, and compelling communication. You’re passionate about giving every person who interacts with the JFS brand – both internally and across external-facing channels – an unforgettable experience.

 **You appreciate that “together we can do much.”**

We’re looking for a team player who can manage multiple administrative tasks and effectively communicate with stakeholders with grace, intelligence, and humor. You’re hungry to learn, master new skills and technologies, and train cross-functionally to support the team and the organization at large.

**KEY RESPONSIBILITIES**

* Manage internal communications in partnership with the HR team to support our guiding principles and our employee engagement goals.
* Marketing point person: Field incoming marketing requests update tasks in project management software, and track timelines
* Crosstrain to assist with minor graphic design requests, website content management, and social media functions
* Manage editorial process, layout, and scheduling of eNewsletters
* Update social media calendar and assist with external marketing (including copyediting for flyers, brochures, and web content)
* Manage images for use on social media, print, and digital collateral
* Maintain inventory of marketing outreach materials and own check-in/check-out procedures; utilize ingenuity and critical thinking skills to innovate departmental processes

**THE IDEAL CANDIDATE WILL HAVE**

* Bachelor’s Degree
* Attention to detail, ability to organize and manage projects
* Exceptional interpersonal and writing skills
* Ability to thrive in a fast-paced, collaborative environment
* Sense of humor and can-do attitude
* Follow-up and follow-through – you’ve got this
* Proficiency in Adobe Photoshop and Microsoft Office, with ability to learn other software as needed
* Understanding of content management systems and email marketing software

**READY TO MOVE FORWARD?**

To apply, please submit your cover letter, salary requirements, and resume on the following link; <https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1703351>. Incomplete submissions will not be considered. Please, no phone calls. Please, principals only. Local candidates only (relocation is not provided).