

<b>Job Title</b>	My Jewish Learning Editorial Assistant
<b>Industry</b>	Internet/Online/New Media
<b>Schedule</b>	Full Time, Monday - Friday
<b>Location</b>	Preferred: In office 2-3 times/week in New York; Remote also possible
<b>Benefits</b>	403b/Dental/Health
<b>Salary</b>	\$55,000 to \$60,000

### Job Requirements

Are you passionate about helping people connect with Jewish life and learning? Hundreds of thousands of people each month depend on My Jewish Learning's offerings — including our articles, essays, email series, classes and our daily Kaddish gathering — as one of their main connections to Jewish tradition. Now we're looking for an assistant to help us make it all happen.

As a My Jewish Learning editorial assistant, you'll support the My Jewish Learning team and others on the broader 70 Faces Media staff across various areas, including content production, email marketing, and customer service. You will create daily newsletters, manage event registration pages, coordinate art requests with the design team, upload articles to our content management system, and ensure seamless online class logistics. A key aspect of your role will be to deliver outstanding customer service, enhancing participant satisfaction.

This position is right for you if you love Judaism and its traditions (deep knowledge is an asset), can write clearly, are detail-oriented and digitally savvy, and have a helpful and friendly communication style. You will join a dynamic team committed to building Jewish community through digital media.

### What You'll Do

- Create event registration pages on multiple platforms (Eventbrite, Teachable, Google Forms, etc.)
- Create daily email newsletters, course updates, and promotions in our email platform
- Load articles, images and other media into our CMS and keep the website freshly updated
- Organize our course schedule, documents, images and other materials
- Respond to customer service inquiries and reader feedback
- Assist with marketing activities, in coordination with social media, editorial and revenue team members
- Regularly update the web pages that advertise our courses with our ever-changing roster of programs
- Communicate with partner organizations about new programs
- Assist with hosting online events
- Correspond with teachers and other logistical stakeholders
- Manage our YouTube content

### What You'll Bring

- Excellent communication, writing, organization, and project management skills
- A strong visual sensibility for assessing marketing images, course pages, social media, etc.
- Professional and mature demeanor in email communication with partners and customers
- Able to quickly learn new digital platforms, apps, and more
- Knowledge of and interest in Jewish religion, traditions, food, and culture

### About 70 Faces Media

70 Faces Media is the largest digital nonprofit Jewish publisher in North America. We publish six brands: Jewish Telegraphic Agency, My Jewish Learning, Kveller, The Noshier, Hey Alma, and the New York Jewish Week.

### How to Apply

To apply for this position, please send a resume, cover letter, and writing sample to [jobs@70facesmedia.org](mailto:jobs@70facesmedia.org) with "My Jewish Learning Editorial Assistant" in the subject line.