

<b>Job Title</b>	Editorial and Community Assistant, My Jewish Learning
<b>Industry</b>	Internet/Online/New Media
<b>Benefits</b>	403B, Dental, Health
<b>Schedule</b>	Full Time, Monday - Friday
<b>Salary</b>	Range of \$40k to \$45k

## Job Requirement

70 Faces Media, the largest and most diverse Jewish media organization in North America, is seeking an Editorial and Community Assistant to help manage one of its publications, **My Jewish Learning**. This job is right for you if you are passionate about digital engagement, you have excellent editing and writing skills, you have the ability to stay on top of a variety of tasks and you know the difference between Purim and Passover.

The Editorial and Community Assistant will help create new content and products for My Jewish Learning and will support the audience development team in increasing web, email and community engagement on the site and through other channels. This position reports to the Associate Editor, My Jewish Learning.

## Job Responsibilities:

- Manage day-to-day and seasonal updates on the My Jewish Learning website
- Create and schedule daily email newsletters
- Create and schedule daily emails for MJL's Daf Yomi (daily Talmud study) project
- Write and edit articles and upload them into the content management system (Wordpress)
- Manage My Jewish Learning's social media presence on Facebook, Twitter and Instagram
- Manage Facebook community groups by leading conversations and moderating membership and comments
- Work with the audience development team to ensure the site is SEO optimized
- Provide assistance with additional daily operations

## Desired Skills & Qualifications

- Excellent writing, editing and copy-editing skills
- Digital savvy, including active presence on social media
- Knowledge of and interest in Jewish religion, traditions and culture
- Ability to multi-task and an eagerness to take on new roles
- Good visual eye for photos and artwork to accompany articles and social posts
- Strong communication, time management and organizational skills
- Self-starter with a 'make stuff happen' mentality
- Familiarity with Photoshop and Wordpress helpful, but not required
- Basic understanding of HTML, SEO, and other digital technology a bonus

## About My Jewish Learning and 70 Faces Media:

70 Faces Media is the largest digital nonprofit Jewish publisher in North America. We publish five brands: Jewish Telegraphic Agency, My Jewish Learning, Kveller, The Nosh and Alma. My Jewish Learning is the largest of these publications, with more than a million visitors each month visiting the site to learn about Jewish customs, values, history, culture and more.

## 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 "Editorial and Community Assistant" in the subject line.