

**Job Title:** Editorial Assistant, Jewish Telegraphic Agency  
**Industry:** Internet/OnlineA/New Media  
**Benefits:** 403B, Dental, Health  
**Schedule:** Full Time, Monday - Friday  
**Salary:** Range of \$42k to \$47k

The Jewish Telegraphic Agency, the century-old news organization covering the Jewish world, seeks an editorial assistant to support our award-winning team of journalists in all aspects of our news production.

Our editorial assistant will work closely with editors and reporters at both JTA and the New York Jewish Week to keep our editorial workflow running smoothly and ensure that our readers have an engaging user experience. Ideal candidates should have a background in journalism, be entrepreneurial, web savvy and have a proven ability to manage multiple tasks and work on a tight deadline.

This position reports to the news director of the Jewish Telegraphic Agency, which is part of 70 Faces Media, the largest Jewish media organization in North America. Past editorial assistants have moved up within JTA and other 70 Faces Media brands as well as across the media landscape.

#### **Job responsibilities:**

- Maintain our editorial calendar system, in conjunction with our news director
- Upload and produce content in our CMS
- Select and process photos for stories, and coordinate with our graphic designers
- Moderate our social communities, in conjunction with our audience engagement editor
- Create and send newsletters
- Correspond with our client publications
- Research and advise on editorial questions across our newsroom
- Write news briefs and the occasional feature story

#### **Desired skills and qualifications**

- Ability to handle simultaneous tasks in a high-speed environment
- Excellent communication and writing skills
- An eye for quality images, and knowing which of those works for different types of content, from news to culture articles
- Comfort with taking on new roles and responsibilities as the needs evolve
- Familiarity with the online news landscape
- A genuine interest in the news and Jewish culture
- High comfort level with our basic editorial tools such as Google Docs, Dropbox, Getty Images and more
- Proficiency in Photoshop, Wordpress and/or Maropost is helpful, but not required



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**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 Nosh, Alma, and The New York Jewish Week.

**We Encourage You to Apply**

At 70 Faces Media, we value diversity, and we encourage all—especially those whose identities are traditionally underrepresented in Jewish nonprofit organizations—to apply. We do not discriminate on the basis of race, religion, color, gender expression or identity, sexual orientation, national origin, citizenship, age, marital status, veteran status, disability status, or any other characteristic protected by law.

**How to Apply**

To apply for this position, please send a resume, cover letter, and writing sample to [jobs@jta.org](mailto:jobs@jta.org) with “**Editorial Assistant**” in the subject line.