Job Title  Editorial and Social Media Assistant, My Jewish Learning
Industry  Internet/Online/New Media
Timeframe  Six-Month Short-Term Employment
Schedule  Up to 20 hours/week, Monday - Friday
Salary  $30/hour

Job Requirements
My Jewish Learning is hiring for a six-month-long short-term position. This position is right for you if you are passionate about Jewish digital engagement, you have excellent editing and writing skills, you have a keen interest in Jewish tradition, and you have the ability to stay on top of a variety of tasks.

The Editorial and Social Media 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 social channels. This position reports to the Editor of My Jewish Learning, which is part of 70 Faces Media, the largest Jewish media organization in North America.

Job Responsibilities:
- Make day-to-day and holiday updates on the My Jewish Learning website
- Create and schedule daily and weekly email newsletters
- Write and edit articles and upload them into the content management system (WordPress)
- Post on My Jewish Learning’s social media channels and community groups
- 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 an 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 is 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 six brands: Jewish Telegraphic Agency, My Jewish Learning, Kveller, The Nosher, Alma, and The New York Jewish Week. Each month, My Jewish Learning receives more than one million unique visitors, coming to 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 with “MJL Assistant” in the subject line.