Job Title: Production Assistant, JTA/New York Jewish Week
Industry: Internet/Online/Media
Benefits: 403B, Health, Dental/Vision
Schedule: Fulltime, Monday-Friday
Job Location: New York City area preferred
Salary: $50-55k depending on experience and other factors

The Jewish Telegraphic Agency, the century-old news organization covering the Jewish world, and the New York Jewish Week, New York’s leading Jewish publication, seek a production assistant to help make our journalism shine for digital news consumers.

The production assistant will work closely with the team of reporters and editors as well as the audience team. The ideal candidate should be extremely organized, possess strong design and communication skills, and have the ability to multitask under deadline pressure. Must be comfortable working independently and as part of a team and understand the importance of news standards. Creativity, curiosity, and experience with production are strongly encouraged.

Job responsibilities include:

- Select and edit photos for stories
- Create new art, collages, etc. as needed
- Upload and produce stories in our CMS
- Create and send newsletters and breaking news alerts
- Correspond with our client publications
- Maintain our editorial calendar system, in conjunction with our editors
- Maintain the homepage, keeping it fresh throughout the day
- Research support for reporters and editors as needed
- Create posts for social media and help moderate social communities as needed

Desired skills and qualifications

- An eye for quality images, and knowing which of those works for different types of content, from news to culture articles
- Ability to handle simultaneous tasks in a high-speed environment
- Excellent communication and writing skills
- 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, WordPress, and more
- Proficiency in Photoshop, Canva or other design software to create photo collages, etc.
About 70 Faces Media:
70 Faces Media is the largest digital nonprofit Jewish publisher in North America. We publish six brands: Jewish Telegraphic Agency, the New York Jewish Week, My Jewish Learning, Kveller, The Nosher, and Hey Alma. Collectively we directly reach 3 million+ users a month.

We Encourage You to Apply
At 70 Faces Media, we value diversity, and we encourage all 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 and cover letter to jobs@jta.org with “Production Assistant” in the subject line.