

<b>Job Title</b>	Editorial Assistant, 70 Faces Media
<b>Industry</b>	Internet/Online/New Media
<b>Schedule</b>	Full Time, Monday - Friday
<b>Benefits</b>	403b/Dental/Health
<b>Salary</b>	\$55,000 to \$60,000

Are you passionate about Jewish traditions, practices and food? Do you have a knack for digital storytelling and an eye for detail? We're looking for an Editorial Assistant to join our team and work on two of our flagship publications, My Jewish Learning and The Noshier.

The Editorial Assistant will help create new content and products for My Jewish Learning and The Noshier and will support the audience development team in increasing web, email, and community engagement. This position is right for you if you are passionate about digital engagement, have excellent editing and writing skills, a keen interest in Jewish practice, tradition, culture and food, and the ability to stay on top of a variety of tasks.

#### **What You'll Do:**

- Make day-to-day and holiday updates on the My Jewish Learning and The Noshier websites
- Create and schedule daily and weekly email newsletters
- Write and edit articles and upload them into the content management system (WordPress)
- Edit and create new content with search engine optimization in mind
- Provide assistance with additional daily operations

#### **The Ideal Candidate Has:**

- A talent for crafting compelling stories, along with sharp editing skills
- Knowledge and deep curiosity about Jewish life, from ancient traditions to modern food trends
- The ability to juggle multiple projects
- Enthusiasm for new challenges
- An eye for selecting art and photos to accompany articles
- A “make stuff happen” mentality
- Working knowledge of Hebrew is helpful but not required

#### **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, 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 “Editorial Assistant” in the subject line.