



Congregation Shir Hadash, a progressive Reconstructionist synagogue located on Milwaukee's East Side, is seeking a part-time communications administrator to assist primarily with getting weekly and monthly communications out to our members and on social media.

Responsibilities:

- **Administration:** Maintain community calendar; mailing list; email and database.
- **Marketing:** Weekly eBlast publicizing events; update Wordpress website and social media platforms; create graphics for print and electronic distribution (newsletters, brochures, calendar)
- **Event Coordination:** help promote both in person and online events, organize registration for events; occasionally assist with Zoom for streaming hybrid events.

Helpful Skills:

- Familiarity with Jewish holidays and culture.
- Self-motivated, creative, well-organized and able to work with a minimum amount of supervision.
- Wordpress website, Mailchimp and Doodle Polls helpful.
- Posting on Facebook and Instagram social media platforms.

Compensation:

This is a part-time hourly position (4-8 hrs/week) year-round with a salary range commensurate with experience (\$18-\$23/hr). Hours are mainly remote and flexible. We are an equal opportunity employer committed to social, economic, gender and racial justice. All are welcome and encouraged to apply. Please send a resume with cover letter to: info@shirmke.org