



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

MULTIMEDIA PROJECT MANAGER

Department: Marketing & Communications

Reports to: Director of Marketing

FLSA Status: Exempt

Work Status: Full time

Salary Range: \$60,000 - \$65,000 annually, commensurate with experience

Position Summary:

The Multimedia Project Manager (MPM) is a creative, highly organized professional who plays a key role in a fast-paced, cross-functional marketing department. This individual is responsible for developing and producing turnkey branded and promotional content, managing projects across Milwaukee Jewish Federation's digital ecosystem, and leading digital and social media strategies. The MPM oversees multiple projects simultaneously, collaborates with internal teams, community partners, freelancers, and vendors, and ensures all deliverables meet high-quality standards while advancing organizational priorities through efficient, effective execution of multimedia marketing and engagement efforts.

Key Responsibilities:

Content Creation, Digital Marketing, and Social Media

- Lead the creation, capture, and editing of multimedia content (photo, video, graphics, and email) for marketing, programs, and events, ensuring all materials are engaging, on-brand, and strategically aligned
- Manage and publish content across MJF's digital platforms, including websites, social media, email campaigns, and community calendar, while maintaining a consistent voice and experience across channels
- Engage audiences through thoughtful community management and apply analytics to evaluate performance and inform ongoing content and campaign strategy

Project Management

- Oversee multimedia project management across departments, including timelines, deliverables, creative workflows, and cross-functional communication from concept through distribution
- Manage event registration and payment platforms, serve as on-site registration support, and coordinate logistics such as print production as needed
- Continuously evaluate and improve systems, processes, and workflows to enhance efficiency, troubleshoot issues, and optimize overall marketing output

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education/Experience:

- Bachelor's degree in marketing, communications, or related field.
- Minimum of four years of work experience in a marketing or multimedia production environment.
- Extremely detail-oriented, organized, and effective time manager.
- Demonstrated ability to manage, prioritize, and complete projects under strict deadlines in a fast-paced environment.
- Well-developed ability to communicate and collaborate cross-functionally.
- Strong understanding of graphic design and creative asset editing.
- Demonstrated a solid understanding of digital publishing.
- Proven ability to effectively use a range of communication technologies and digital tools. Strong verbal communication abilities, with clarity and professionalism in all interactions, Strong customer service orientation, ensuring positive, responsive interactions with colleagues, community members, and other stakeholders.
- All offers of employment are contingent upon the successful completion of a background check, in accordance with applicable laws.
- Regular travel to off-site meetings and events is an essential function of this position. The selected candidate must be able to perform this function, with or without reasonable accommodation, consistent with applicable law.

Required Technology Skills:

- Possesses a high level of expertise with Adobe Creative Cloud (InDesign, Photoshop, PremierPro) and Canva.
- Highly proficient in capturing still images and motion footage, and the necessary gear that is needed.
- Exhibits strong command of Office 365 (Outlook, Word, Excel, PowerPoint, SharePoint, Teams).
- Brings advanced skills in project management tools (such as Basecamp).
- Proficient in the use of content management systems (such as WordPress).
- Strong record of success on strategic use of Facebook and Instagram.
- Practical knowledge of email marketing tools (such as Constant Contact).

Supervisory Responsibility:

This position has no supervisory responsibility.

Hours and Benefits:

This is a full-time position requiring a minimum of 38 hours per week. Typical office hours are Monday-Thursday, 8 am-5 pm, and Friday, 8 am-3 pm. This work is majority in-person, with remote option available 1-2 days per week. Occasional evening and weekend hours will be required.

This position is eligible for 10 vacation days and 7 personal days annually. In addition, MJF observes 7 federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 -17 additional paid days off annually depending on the Hebrew calendar. Other benefits include medical, dental and vision insurance, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

Work Environment & Physical Demands:

This position operates in a professional office environment with pleasant working conditions, good lighting and ventilation, and moderate noise levels. Some work will be conducted offsite at event venues or community settings.

This role frequently uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. This is primarily an active role, requiring the ability to lift and/or move 25-30 pounds, usually waist high. Must be able to travel to community locations for offsite meetings and events, and transport event materials.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required to perform the job. Duties, responsibilities, and activities may change at any time with or without notice.

How to Apply:

Please submit your cover letter and resume to HR@milwaukeejewish.org

About the Organization:

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation is to care for the needs of the Jewish people and to build a vibrant Jewish community in Milwaukee, in Israel and around the world. Learn more about the Milwaukee Jewish Federation at milwaukeejewish.org.

Equal Employment Opportunity:

The Milwaukee Jewish Federation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.