



## **JRA Job Description**

### **Volunteer & Communications Coordinator**

The Jewish Relief Agency brings together individuals of all means, ages and backgrounds to address our community's needs, satisfying our unique desire to take care of each other and do good in the world. Built on the foundation of our monthly food distribution, our programs relieve the pangs of hunger, bring meaning to our recipients and volunteers, and build a caring and connected community.

JRA is seeking a Volunteer & Communications Coordinator to join our dynamic team of professional staff. The ideal candidate has excellent communication skills, is highly motivated, energetic, organized, and tech-savvy. We aim to hire an engaged, hands-on leader who can thrive in a fast-paced environment.

#### **RESPONSIBILITIES**

##### **Communications Responsibilities**

- Implement and develop strategic communication in multiple mediums.
- Design, write content, and manage all creative assets, including JRA website, Qgiv donation templates, brochures and fliers, weekly and quarterly newsletters, blog, and digital materials
- Update JRA information on external websites for client referrals and volunteers
- Assist with managing and responding to the general JRA inbox
- Work with the Director of Volunteer Programs to write, send, and reply to targeted outreach emails to external organizations
- Enhance JRA's visibility by developing and maintaining contacts with media outlets
- Assist with planning, facilitating, and attending volunteer recruitment events, volunteer orientations, and recognition events
- Manage a high volume of communication with individuals and groups interested in volunteering via volunteer registration, phone calls, and emails, confirming participation in a timely fashion
- Work with the Director of Communications & Technology to segment and create content for different audiences
- Creating content and assisting with fundraising events and public-facing stewardship activities
- Coordinate and facilitate meetings for the Marketing Committee, as well as participate in other JRA committees as needed

- Report, analyze, and improve JRA's marketing efforts
- Make sure that all promotional materials meet the JRA brand identity guidelines
- Assist with creating slides for volunteer orientations, school presentations, panel discussions, and board meetings
- Supervise volunteers and student interns
- Other duties as assigned

### **Warehouse Responsibilities**

- Approximately five days a month work on site at JRA's warehouse in Northeast Philadelphia. This includes a monthly Food Distribution on a Sunday.
- Coordinate volunteer activities at the warehouse, including volunteer registration and delivery route check out
- Work with multiple partner organizations serving adults with intellectual disabilities to achieve successful volunteer activities. This includes helping the volunteers and their aides understand and correctly execute the packing and delivering of food boxes
- If needed, deliver boxes of food and critical supplies to clients

### **QUALIFICATIONS**

- Excellent verbal and written communication skills
- Proficiency in website, email, and social media management
- Experience with graphic design programs, such as Canva
- Experience with email and direct mail marketing campaigns
- Ability to work collaboratively and with diverse groups of people
- Excellent organizational and interpersonal skills
- Superior skills using MS Excel, MS Office/365, and the Google Suite
- Bachelor's degree required
- Must be able to lift 25 pounds
- Must have access to a car and a valid driver's license

### **BENEFITS**

- Estimated salary \$40k - \$45k and comprehensive benefits package, including a 403b
- Generous package for time away from work, including vacation, sick time, and holidays

### **NEXT STEPS**

To apply, send your resume and a brief statement of interest to [jobs@jewishrelief.org](mailto:jobs@jewishrelief.org). In the subject line of your email please reference the position title and your last name. *(Example: Volunteer & Communications Coordinator\_Goldberg)*