



Job Description
Digital Design Associate
Jewish Federation of Northern New Jersey

Department: Marketing and Communications (MKT)
Reports to: Managing Director, Marketing
Status: 25 Hours Exempt Position
Location: Northern New Jersey

Background info:

Jewish Federation of Northern New Jersey is a non-profit philanthropic organization dedicated to creating a vibrant Jewish community in northern New Jersey. Federation cares for those in need, deepens engagement in Jewish life, and strengthens the bonds among Jews in the northern New Jersey area, in Israel, and around the world. Its primary functions are community planning and allocations, financial resource development, and leadership development.

Position Summary:

The Digital Design Associate is a member of the marketing and communications team and is expected to contribute to the overall success of Federation's Marketing and Communication strategy.

Responsibilities:

- Assist in all design initiatives including eblasts, website, general marketing, social media, and special projects, in consultation with the marketing team.
- Work closely with social media team to design banners and graphics as needed.
- Establish and meet deadlines as determined by marketing team for all projects.
- Collaborate with other staff members on design and execution of events and programs.
- Provide support for projects emanating from Financial Resource Development team, including support for events that may occur outside of the regular work day.
- Other relevant responsibilities as required by supervisor.

Qualifications and Skills:

- BA/BS degree.
- 2-5 years digital design experience including fluency in InDesign, Photoshop and Illustrator.
- Proficiency in iMovie, PowerPoint, Excel preferred.
- Basic knowledge of HTML, CSS and WordPress.
- Strong knowledge of Facebook, Instagram, Twitter, and LinkedIn.
- Self-motivated with strong communication and interpersonal skills, excellent writing skills, and a sense of humor.
- Ability to work effectively as part of a team, with the capacity to work independently and/or collaboratively, based on the situation, in a fast-paced environment.
- Flexibility, including willingness to work with a variety of staff members and maintain flexible hours if needed.
- Ability to prioritize and manage multiple tasks with accuracy, attention to detail, and confidentiality.
- Strong personal commitment to the Federation mission.