

**JOB TITLE:**

Communications Associate

**DESCRIPTION OF PARK AVENUE SYNAGOGUE:**

Park Avenue Synagogue (PAS) is one of the largest Conservative congregations in North America. Located on Manhattan's Upper East Side, the synagogue includes staff of more than 180 talented individuals, who together with our world-class clergy team, serve a membership of over 2,000 households. Our thriving Adult Programming, Penn Family Early Childhood Center, Congregational School, Youth, and Young Family Education departments provide high quality and inclusive Jewish educational, social, and worship opportunities to our members and the community at large.

**DESCRIPTION OF JOB:**

Park Avenue Synagogue seeks an eager and enthusiastic individual for the role of Communications Associate. Working closely with the Marketing and Communications Team, the Communications Associate supports the day-to-day operations of the Department with a focus on editorial content. Reporting to the Senior Manager, Marketing and Communications, the Communications Associate will thrive in a fast-paced and dynamic environment and enjoy collaborating with the other members of the team.

**RESPONSIBILITIES:****Editing**

- Edit weekly Shabbat messages, emails and newsletters.
- Assist and provide backup editing and review for the quarterly publication, and other correspondence as needed.
- In collaboration with your supervisor, edit, approve, and publish website calendar listings.
- Fact-check information to ensure accuracy.
- Ensure copy and tone maintain brand voice and style guidelines, including working with freelancers to ensure accuracy.
- Maintain an ongoing list of press hits for PAS and check google alerts for additional press.
- In collaboration with the marketing team, produce the events for the weekly printed program, Shabbat Shalom and Bimah Announcements. Edit documents as necessary.



## **Digital**

- Produce and launch weekly Shabbat emails.
- Responsible for formatting and preparing the annual sermon book for digital publication. This includes converting the finalized manuscript into Kindle-compatible format and uploading it to Amazon Kindle Direct Publishing (KDP).
- Provide backup producing bereavement emails and occasional other newsletters.

## **Administrative**

- Assist members in resolving issues related to email deliverability and newsletter subscriptions.
- Prepare payment requests and track department finances.
- Support department scheduling and calendar management.
- Perform other related duties as assigned or required; duties and responsibilities may be added or changed.

## **QUALIFICATIONS:**

- At least 3 years' experience in editing and communications.
- Bachelor's degree in a related field.
- Strong attention to detail and deadlines.
- Excellent oral and written communications skills.
- Capable of managing multiple projects.
- Collaborative, team player with a can-do attitude.
- Fluent in Microsoft Office and email management systems.
- Able to work in a dynamic environment with changing demands and expectations.
- Familiarity with Hebrew, Jewish holidays and customs, and synagogue life is a plus.

## **COMPENSATION/BENEFITS:**

The salary range for this position is \$64,000 - \$70,000. Salary is commensurate with a number of factors including but not limited to experience, education, knowledge, and skills. We offer a comprehensive benefits package including medical, dental and vision insurance, retirement plan, life insurance, and family/medical leave.

Please send your resume and detailed cover letter addressed to the Director of Human Resources at [jobs@pasyn.org](mailto:jobs@pasyn.org).