

The **Digital Content Creative** enables JH Israel to engage various audiences by creating compelling content on a variety of communication channels.

REPORTING RELATIONSHIP

Reports directly to the Operations Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Design, produce and schedule a wide variety of compelling digital content, including e-publications, brochures, podcasts, YouTube, website, social media, emails, and newsletters that resonate with our audience and drive action.
- Adhere to JH Israel's branding guidelines across all media platforms to ensure brand consistency, enhance recognition and credibility.
- Administer and maintain JH Israel's website domain system and administrative tasks, accounts.
- Prepares the monthly and quarterly donor newsletters.
- Maintain and organize accounts and project management systems for all marketing and communication-based projects.
- Designs and coordinates the publication of the annual report.
- Fosters productive relationships with vendors and allied organizations.

QUALIFICATIONS

- Two or more years of experience in media or graphic design.
- Demonstrated media savvy and professionalism.
- Experience with the full Adobe Creative Suite (Premier Pro, Photoshop; InDesign; Illustrator) is required.
- Lightroom, Procreate and or Final Cut Pro optional
- Website maintenance and administration experience with WordPress or Square Space.
- Ability to communicate clearly, to work effectively both individually and in partnership with others, and to exercise independent judgment.

EVALUATION CRITERIA

- Proven track record of multi-tasking ability to meet project timelines and flexibility for accommodating urgent requests, while maintaining high standards of quality and professionalism.
- Personal fit with JH Israel's mission.

SALARY & BENEFITS

Starting salary of \$45,000-50,000 is negotiable based on qualifications. The benefits package includes health coverage, retirement contribution, paid vacation, and professional development opportunities. JH Israel has a hybrid Work-from-Home on M+F and in the office on T-W-T schedule. This position is exempt under the Fair Labor Standards Act, on occasion requires work on evenings and weekends in a flex time framework.

TO APPLY

Your application should include the following:

- Cover letter describing the project you are most proud of,
- Resume, and
- Portfolio showcasing previous work.