



romemu

JEWISH LIFE, ELEVATED

Romemu Marketing Associate Job Description

| | |
|--------------------------------|---|
| Position Title: | Marketing Associate |
| Employment Status/Hours | Full-time, Salaried / or as directed. Business demands may require longer hours on some days and occasional weekend work. |
| Hiring Pre-requisites | Bachelor’s degree or commensurate combination of education and experience. Equal opportunity employer. |

Position Overview:

The Marketing Associate will be responsible for executing all communications, website, and public relations messages and collateral to consistently articulate Romemu’s mission, communications, and brand. The Marketing Associate will focus on the overall member experience, and work closely with staff and Romemu lay leaders as a communication’s partner.

About Us:

Romemu is a rapidly growing spiritual community dedicated to building and renewing joyous, exciting, and grounded Judaism. Located on the Upper West Side of Manhattan, Romemu is a community organized around religious traditions, updated to the spirit of the 21st Century. Now, in our 11th year, the community, footprint, and influence are growing rapidly. Romemu now has over 600 families, hundreds of thousands of followers online, multiple physical locations including a campus on the UWS of Manhattan and in Park Slope, BK, and a groundbreaking new contemplative Yeshiva study and training.

Position Requirements:

Romemu is seeking a Marketing Manager who has at least 3-5 years of marketing and communications experience, ideally in an “in-house” role with a complex (5,000 plus constituents) nonprofit or for-profit entity, covering areas such as the development of website content, newsletters, and donor communications. The ability to take knowledge and transform it into creative, powerful messages, and disseminate to the right audience through the best channels is critical.

Key Duties and Responsibilities:

- Must have a strong “can-do” philosophy with an outgoing personality and a high-level of professionalism.
- Must be able to interact, collaborate, and communicate effectively with staff and lay leadership.
- Must have good listening and comprehension skills; superior written and verbal communications skills, interpersonal skills, and project management skills
- Must have excellent writing/editing skills and verbal communications skills with technical competency in database, design and publishing software.
- Must be self-directed and highly motivated, possessing superior organization/administrative skills, effective problem-solving skills and strong critical thinking skills.
- Must have the ability to function with a high level of proficiency in a fast-paced, deadline sensitive and rapidly changing environment.
- Attention to detail with the ability to prioritize work effectively is required.
- Must be highly proficient in using MS Office Suite applications(Outlook, Word, Excel and PowerPoint), digitally proficient, and knowledge of Adobe Creative Suite.
- Must demonstrate a commitment to working hard, supporting the team and fostering a fun and creative environment.

OFFICE: 43 Central Park North, Suite 1A, New York, NY 10026

WORSHIP: West End Presbyterian Church, 165 West 105th Street, New York, NY 10025

212.580.4294 | romemu.org

