



Barshop JCC of San Antonio

Program/Marketing Associate

The Barshop Jewish Community Center is seeking an enthusiastic, creative, and hard-working individual to join our staff in a full-time capacity. The Program/Marketing Associate will support programming efforts for Adults and Cultural Arts in addition to development and engagement initiatives.

Position Responsibilities

Reporting directly to the Vice President/CPO, the Program/Marketing Associate will be responsible for supporting communications, implementation, and execution of the following:

- Art, music, author/speaker, film events and festivals
- Adult enrichment classes and enrichment programs
- Coordinate collaborative initiatives with other organizations to serve adults
- Interface with marketing to update and maintain website, email blasts, social media, and printed communication for activities mentioned above.
- Supporting special events and development initiatives
- Participate in departmental and agency training, staff meetings, supervisory conferences, committees and special events.
- Serve as Manager on Duty (MOD) one evening per month

Required Qualifications

- A BS/BA in related field
- Willingness to learn new software platforms
- Strong communication (both written & verbal) and grammar skills
- The ability to take instruction well and meet deadlines for assigned tasks
- A willingness and ability to learn and develop new skills
- An ability to work and collaborate with a large number of people
- High level of organization skills

Great to Have

- Event planning experience
- Marketing and communication experience
- Experience with customer relations

To Apply

Email the following materials to jcc@jcc-sa.org :

- Résumé
- Tell us in 140 characters or less why you are the right person for this position

Questions? Contact Baker Helton at heltonb@jcc-sa.org or 210-302-6867.