

Communications Manager

The Organization:

Boston Workers Circle (BWC) is a vibrant intergenerational community with 700 members, from young children to older adults, who see BWC as their secular Jewish, cultural, and/or political home. BWC is rooted in the radical traditions of Yiddishkayt and workers' rights and was founded as a mutual aid society. Our cultural rootedness informs all of our justice work and is oriented towards healing the world through community building, education, and activism.

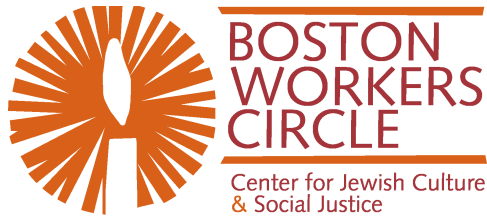
Job Description:

The Communications Manager is a creative and integral part of BWC, responsible for developing and leading multi-platform communications content to connect with and build our membership, promote our programs and organize campaigns, and increase BWC's visibility and impact.

We are hiring for someone who shares our values of ending racism, capitalism, and antisemitism and who has skills, training, or experience in one or more of the following areas: excellent writing skills, basic graphic design skills, and knowledge of Zoom and social media platforms. This position reports directly to the Deputy Director, and works closely with our Social Justice & Cultural Organizer, as well as our volunteer-member Committee Chairs.

KEY RESPONSIBILITIES:

- **Communications Operations:** Oversee the continued development and use of the BWC brand and manage the content schedule, including rapid-response messaging and promoting key programs collaboratively with member leaders and staff.
- **Member Communication & email:** Create regular e-newsletters. Manage our mass-emails, analyze and increase open-rates, engagement, and growth. Work with members, staff, and the Board to write and edit letters and blogs to share with our community.
- **Website Management:** Update and maintain the BWC website (*new wordpress site launching Spring 2022*), including posting content, content creation, and working with vendors on tech and security updates.
- **Graphic Design:** Produce graphics, videos, photos, and digital and print flyers for events, campaigns, fundraising materials, and the website, as needed.
- **Social Media:** Create compelling cross-channel content for Facebook, YouTube, and Instagram. Regularly track and increase engagement and growth. Represent BWC in relevant online conversations and rapid response campaigns.



- **Press:** Manage BWC’s relationships with new and traditional media outlets. Work with our members to pitch and secure media placement, and track coverage.
- **Event/Programs:** Manage and/or support (depending on the event) hybrid and virtual events alongside staff and members, using Zoom, Owl, and in-house or venue-specific A/V.
- **Development:** Work with the Deputy Director to produce materials and outreach strategies for our membership drive, annual appeal, and other fundraising priorities. All staff at BWC support fundraising for the organization, including major donor meetings, event support, and phone banking.

QUALIFICATIONS:

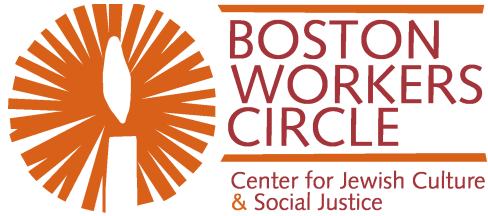
- Minimum of two years of relevant experience in communications, ideally in a non-profit or organizing setting with social media experience.
- Ability to write and edit unique and compelling content for specific audiences and channels.
- Creative energy, self-starting. Demonstrated experience in prioritizing and strategizing multiple communication projects and requests.
- CRM database experience, Constant Contact a plus. High comfort level with technology and willingness to learn basics of Zoom, Google Suite, and Microsoft Office, eTapestry.
- Proficiency in photo and design software such as Adobe InDesign, Photoshop, and/or Canva is preferred. Proficiency in basic video editing (in Premiere Pro or Premiere Rush), and photography experience is a plus.
- Experience with WordPress is preferred.
- Ability to thrive in cooperative environments driven by collaborative decision-making.
- Familiarity with diasporic Jewish cultures and rituals preferred.
- Willingness to work occasional nights/weekends for major BWC events. A plus if you have photography experience to help document and share events.
- Commitment to social, economic, gender and racial justice and a frame of collective liberation.

TO APPLY:

Please submit a cover letter and resume to jobs@circleboston.org. The position will remain open until filled with priority given to early applicants.

SALARY & BENEFITS:

The position is full-time with a \$55,000 salary.



Position is remote during COVID and post-Covid will be based out of our Brookline, MA. In the first year of employment, 15 vacation days are available. In addition, sick time and holidays are available. Eligible for health and dental benefits and a retirement savings plan (a SimpleIRA). A full description of policies and benefits will be available to candidates at a later point in the interview process.

BWC is an Equal Opportunity Employer. People who identify as Jews and non-Jews of Color; multiracial, Sephardic, Mizrahi, trans, non-binary, lesbian, gay, bisexual, queer, people with disabilities, and immigrants are strongly encouraged to apply.