



**POSITION TITLE:** Assistant Editor/Copywriter

**DIRECT REPORT TO:** Editor, Jewish News

**INDIRECT REPORT TO:** Director of Marketing

**CLASSIFICATION** Full Time, Exempt

### **Overview**

Jewish News and United Jewish Federation of Tidewater's (UJFT) Marketing Department seek a talented and skilled writer who will also serve as assistant editor for the Jewish News.

Jewish News is a 40-page tabloid published 20 times per year. As assistant editor, the individual will edit, proof, assist with archives, and write various articles, including features. At times, the assistant editor will also interface with the graphic designer and printer.

UJFT/Simon Family JCC's Marketing Department is responsible for executing a communications strategy that supports the mission and programming of the Federation and JCC, including but not limited to the annual campaign, wellness, all programming for children through older adults, and activities of the Jewish Community Relations Council and Holocaust Commission. The copywriter will write media releases, articles, e-newsletters, and other copy as needed.

### **Qualifications**

Bachelor's degree in journalism, English, or a related field. As least two years of writing/editorial experience. Knowledge of Jewish community a plus. Knowledge of e-newsletter platforms and/or CRM a plus. Proficient in Word, Excel.

The duties outlined in this job description are to be representative, but not all-inclusive, assigned to this job. These duties may be amended at the discretion of the Editor, Jewish News or Director of Marketing.

Qualified candidates may submit cover letter, resume and salary requirements to [resumes@ujft.org](mailto:resumes@ujft.org).

**Review of applications and resumes will begin immediately and continue until the position is filled.**

EOE federation.jewishva.org