

Marketing and Events Assistant at The S&P Sephardi Community

20 Hours per week

Part Time

Reports to Programme Director

The Role

We are looking to recruit a driven and aspiring marketing and events assistant to help with the ongoing programming and marketing needs of a busy Jewish Community with 3 main synagogues and a growing schedule of events. This will be a part-time position with potential for growth based in Maida Vale, W9 London.

The successful applicant will have key marketing and communication skills and will be extremely well organised to deal with a wide range of interesting and varied work.

Key Responsibilities

- Design and production of marketing material for events and programmes.
- Promotion of the S&P Sephardi Community through Social Media. This includes daily updates and tracking, scheduling posts, preparation of relevant copy and keeping the social media calendar.
- Maintaining a multipurpose community website with educational resources and event booking systems.
- PR administration and creation.
- Organisation and attendance at occasional seminars /events.
- Production of weekly newsletters for the synagogues.
- Administration for events and budgets allocation.

Person Specification:

- Experience with Design packages e.g. Adobe InDesign and Photoshop.
- Experience with event organisation.
- Excellent written and spoken communication skills.
- Excellent understanding of social media and digital marketing tools.
- Experience of maintaining a website using Wordpress. (Training can be provided).
- Excellent IT skills – Proficient in MS Office.
- Strong organisational skills.
- Ability to prioritise and multi-task.
- Strong attention to detail and consistency.

Please send cover letter and CV to Sharon Buenos sharon@sephardi.org.uk.

For further information please call Sharon on 020 7481 7830.