



## Part-Time Marketing & Communications Assistant

### Job Description:

JFS Middlesex seeks a part-time Marketing & Communications Assistant to develop and implement internal and external facing branding, public relations, and marketing of JFS Middlesex aligned with our core values and guiding principles. Under the supervision of the Marketing & Communications Coordinator, this position will cultivate our online presence on all platforms including social media and the agency website, as well as ensure agency wide communication throughout all departments is on brand including design and content management.

### Responsibilities:

- Carries out weekly deliverables that include preparing email communication/online newsletter, media posts, and connecting with staff to retrieve program highlights.
- Writes and prepares mini-blogs, program highlights, and/or agency announcements for digital, print and video content channels.
- Assists outreach team with client interviews and collect testimonials for digital communications and printed marketing materials.
- Supports social media channels by posting and creating content, including graphics and video, as well as responding to messages.
- Design flyers, graphics, evites and other marketing materials.
- Assists in the development of marketing materials for special events (i.e., online auctions, celebrations, agency gatherings, etc.)
- Update the organization's website as assigned
- Collaborate with staff on outreach projects and events as needed
- Prepare weekly updates and maintain regular contact with supervisor
- Supports department leadership with ad hoc projects as needed

### Schedule:

- Must be available to work maximum 20 hours per week. Exact days are flexible. Hybrid option (includes in-person and remote workdays).

**Submit resume/work experience to office@jfsmiddlesex.org.**  
**Write "PT Marketing & Communications Assistant" in the subject line.**

**Jewish Family Services of Middlesex County (JFS Middlesex)** is a nonprofit, social services agency offering an array of essential programs to help people from all backgrounds.

JFS Middlesex provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.