



PPRA Job Bank Form

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| Position: | Public Relations Manager |
| Organization: | Jewish Federation of Greater Philadelphia |
| Job Description/Requirements: | <p>Jewish Federation of Greater Philadelphia has an opening for a PUBLIC RELATIONS MANAGER. This is a key position in our Marketing and Communications department that promotes Jewish Federation’s brand and message externally through proactive media and public relations to increase community awareness of Jewish Federation programs and successes, leading to increased giving. This position will be available in September, 2017.</p> <p>Major responsibilities for this position include:</p> <ul style="list-style-type: none"> • Serve as the point person for local and national media, including TV, radio, print and digital, to place stories about Jewish Federation and its work • Proactively work with media to generate coverage for Jewish Federation events • Assist the Chief Marketing Officer in managing media crises and develop a crisis communication plan • Write press releases and create media kits • Develop talking points on diverse topics relevant to the organization and our Jewish communities • Work with community groups and the Philadelphia corporate community to enhance the Jewish Federation’s reputation and to foster positive relationships with those groups • Write content for the Jewish Federation page of The Jewish Exponent and manage Jewish Federation’s Twitter page • Serve as back up to the Digital Marketing Coordinator • Provide copy editing assistance to the Marketing department as needed <p>Successful candidates will have the following skills, abilities and experiences:</p> <ul style="list-style-type: none"> • One to three years of progressive experiences in communications and media/public relations • Strong oral communication and interpersonal skills to work effectively with all levels of Jewish Federation staff, community leaders and volunteers and media • Excellent writing and copy editing skills • Excellent presentation skills • Creativity • Ability to work well under pressure and meets tight deadlines • Prior experience and proven media contacts with the Philadelphia media • Sound problem solving and decision-making skills |

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| | <ul style="list-style-type: none">• Strong organizational and planning skills• In-depth knowledge of market techniques, logistics, and selling of intangibles <p>Our Mission The Jewish Federation of Greater Philadelphia's mission is to mobilize financial and volunteer resources to address the community's most critical priorities in Greater Philadelphia, in Israel and around the world.</p> |
| Contact Information: | For more information and to apply: Submit resume and a letter detailing your qualifications and compensation requirements, in confidence, to HR@jewishphilly.org. |
| Special Notes: | |