

# Communications & Content Coordinator

Remote (Anywhere in the United States) • Full-Time

## ABOUT PROJECT SHEMA

The word shema comes from the Hebrew word “to hear,” and it’s this concept that guides everything we do. We are a team with diverse identities who have invested our lives in uplifting vulnerable communities. Listening with curiosity and compassion is at the center of our relational engagement approach. Our goal is to help others understand Jews’ stories, identities and lived experiences. Since its founding, Project Shema has supported Jewish institutions and major corporations, locally and globally, to explore these complex issues.

## OUR WORK

Project Shema is an independent nonprofit organization that trains and supports the Jewish community and allies to understand and address contemporary antisemitism, with an emphasis on how anti-Jewish ideas can emerge in progressive spaces and in discourse around Israel and Palestine. Founded by Jewish leaders with deep ties in social justice movements, Project Shema brings a fresh and humanizing approach to these challenging issues.

## OUR TEAM VALUES

- **The Collective** (*Ha-Klal*): Our approach is grounded in consideration for the best interest of the collective.
- **Continuous Learning** (*Hitpatkhut*): Being a great training and support organization requires a humble team dedicated to continuous listening, learning, and growth.
- **Pursuit of Excellence** (*Shaifa L’metzuyanut*): We are committed to high standards and we understand excellence as the byproduct of clear objectives, shared planning, continuous refinement, and preparation for what is within our control.
- **Wellness** (*Briyut*): The intensity of this issue will test us emotionally, so our team will place a priority on well being and sustainability.
- **Joy** (*Simcha*): We believe in the power of joy and humor to nurture resilience and a healthy work environment.

## JOB OVERVIEW

We are seeking a creative Communications & Content Coordinator to support content development, brand consistency, and project execution across platforms. This role thrives at the intersection of storytelling, systems, and design—ideal for someone who loves managing projects and timelines, maintains brand integrity, and supports both internal and external communication. This role is fully remote and reports to the Vice President of Communications.

## KEY RESPONSIBILITIES

- Supporting the development and evolution of the organization’s visual brand, including templates and style guides
  - Creating branded materials for campaigns, events, reports, presentations, and digital platforms using Canva and/or Adobe Creative Cloud
  - Updating and maintaining the organization’s Wix website, including content, layout, and visual updates
  - Creating and organizing templates (emails, presentations, social media graphics)
  - Managing content calendars and ensuring timelines stay on track across campaigns and platforms
  - Building and maintaining a centralized digital asset library (photos, logos, videos, campaign materials)
  - Supporting media and external communications, including building and maintaining targeted media lists
  - Tracking performance metrics across email, social, and web platforms, preparing monthly and campaign-specific reports with key insights and recommendations
  - Tracking media coverage and compiling press reports
  - Monitoring deliverables and proactively following up with stakeholders to keep projects moving
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## GENERAL EXPECTATIONS

- You have a deep commitment to the wellbeing of the Jewish people.
- You are aligned with the organization's core values.
- You have a strong work ethic, are a self-starter, and can be productive with minimal supervision.
- You are detail oriented, well-organized, and an effective communicator.
- You are curious, have a growth mindset, and are committed to personal learning.
- You have a commitment to diversity and pluralism.
- You are highly adaptable and thrive in a dynamic workplace setting while demonstrating the ability to adjust to new challenges or projects quickly.
- You are proficient with Microsoft Office, especially Excel and PowerPoint, along with Slack and Google Drive.
- We believe in a flexible approach to work and trust our team members to deliver the objectives of their roles within the deadlines we set collaboratively.

## PREFERRED EXPERIENCE

- Proficiency in Adobe Creative Cloud (Illustrator, Photoshop, InDesign, or similar)
- Experience maintaining and updating Wix websites
- Strong project management and organizational skills
- Ability to create polished, audience-specific communications materials across formats
- Familiarity with email marketing platforms, social media management tools, and analytics dashboards
- Experience tracking and reporting on digital performance metrics
- Media relations or PR support, including building media lists and tracking coverage

## SALARY & BENEFITS

**Compensation:** The salary for this role is \$72,100. To ensure internal equity and consistency across the organization, compensation for this position is set and not subject to negotiation.

### Benefits

- \$1,000 monthly contribution to a Health Reimbursement Account (HRA)
- \$200 monthly wellness reimbursement stipend
- Annual company contribution to 401k
- \$1,500 annual Professional Development fund
- Annual Remote Work Stipend
- 16 weeks of paid leave for new parents
- Flexible work structure

### Paid Time Away from Work

At Project Shema, we value the importance of time off to recharge, connect with family and community, and maintain overall well-being. Our generous PTO policy is designed to offer autonomy and flexibility as part of our broader compensation package.

The organization observes three annual full-team closures (The days between Rosh Hashanah and Yom Kippur, known as Ten Days of Teshuvah; Thanksgiving week; and the last two weeks of December). In addition, employees receive two weeks of personal vacation, unlimited sick time, three flexible holidays, ten federal holidays, and paid time off for select Jewish holidays.

## HOW TO APPLY

Email 1–2 paragraphs outlining how your unique skill set fits within the responsibilities below along with your resume to [apply@projectshema.org](mailto:apply@projectshema.org).

*Project Shema seeks to build an inclusive organization. We welcome all applicants who align with our values, regardless of identity, and incorporate equity-based considerations into our selection and compensation process. We also want to explicitly encourage people to apply even if they don't feel like they meet all the qualifications below. We don't want any passionate person to hold back from pursuing a role due to doubts about qualifications.*

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