



TEMPLE SHIR SHALOM

3999 Walnut Lake Road
West Bloomfield, MI 48323
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RABBI **Michael L. Moskowitz**

RABBI **Daniel A. Schwartz**

RABBI **Dannel I. Schwartz**

CANTOR **Penny M. Steyer**

EXECUTIVE DIRECTOR **Brian D. Fishman**

EARLY CHILDHOOD ED. DIRECTOR **Marsha Mitnick**

SHORESH ASSOCIATE DIRECTOR **Alisa Berke**

YOUTH ENGAGEMENT DIRECTOR **Cady Tobias**

MARKETING/GRAPHICS ASSOCIATE

Role Overview

Temple Shir Shalom is a leading Reform Jewish congregation in Metropolitan Detroit. We bring goodness, love and depth into our world and build meaningful lifelong relationships.

Temple Shir Shalom's team is committed to providing a supportive, personal and unique Jewish community to each one of our members. We prioritize building relationships and creating a warm and welcoming environment for all.

What You'll Do

- Create all marketing materials and graphics for Temple programs and campaigns including, flyers, emails, banners, invitations and social media.
- Manage and maintain website, produce web forms, update weekly electronic newsletter and regular posting on social media.
- Compile, lay out and manage mailing of bi-monthly printed newsletter.
- Serve as point of contact for the Temple Office, greeting members, general office duties and answering phones.
- Assist Executive Director with administrative issues.

Qualifications & Requirements

- You're proficient in Adobe Creative Cloud software and Microsoft Office.
- You celebrate joy – you are dynamic, enthusiastic and outgoing. We like smiling faces here!
- You're a team player—adaptable, flexible and fun to be around.
- You are an ace communicator, both written and verbal—you can explain just about anything to anyone.
- Your philosophy is early is on time, on time is late—in other words, you have super-duper time-management skills.
- You go above and beyond. You're willing to jump in wherever you're needed—sleeves rolled up.
- You are comfortable asking questions and learning new things—including tech programs.

To Apply

Excited to learn more? Email your resume to brian@shirshalom.org