

Communications & Database Assistant Job Posting

Congregation Kol Ami is an inclusive synagogue that celebrates the rich traditions of our Jewish faith and heritage.

We are looking for a creative, resourceful, and detailed individual to be a part of our Kol Ami team. Work schedule is approximately 30 hours per week.

Job Explanation

Communications Assistant

Develops communications, marketing, and branding material
Assists in development and management of website and social media communications

Database Assistant

Records all accounts receivable transactions and sustains documentation
Maintains our membership database
Ordering supplies as needed

Preferred Qualifications and Skills

Experience in similar position
Associate's degree received or in process
Excellent computer, web, and social media skills including:
 MS Office Suite, Database management, Constant Contact, Website design, Social media management, etc.
Able to maintain confidentiality and discretion at all times
Dependable and detail-oriented, with solid organizational and time management skills
Knowledge of Jewish holidays and observances a plus
A team player as well as able to work independently

For More Information

We appreciate your interest and invite you to our website to view more about our organization, Congregation Kol Ami, at www.conkolami.org

You are welcome to apply for this position by sending your resume or CV to:
Congregation Kol Ami
2425 East Heritage Way
Salt Lake City, Utah 84109

Or, you may apply via email to Debra Winkler (debra@conkolami.org).