



Marketing and Development Coordinator

Join our dynamic, diverse and talented team in making a positive difference in people's lives. We are seeking a full time Marketing and Development Coordinator.

The Marketing and Development Coordinator provides expertise in assisting Jewish Family Service to meet its annual marketing and development goals and objectives. Support excellent public relations in the form of communications, donor management and event coordination.

The successful candidate will have a Bachelor's Degree from an accredited school, excellent creative, communication and organizational skills, strong oral and written communication skills, demonstrated skills, knowledge and experience in the areas of marketing and fund development programs and proficient in MS Office suite, InDesign, database management, social media and print layout. A full job description is available upon request.

Offer a competitive compensation package. JFS is an affirmative action/equal opportunity employer. Please send cover letter and resume to: Human Resources, Jewish Family Service, 15 Lenox Street, Springfield, MA 01108 or email hr@jfswm.org.

For more information, please visit our website www.jfswm.org.

JFS is a multi-service, non-sectarian organization founded in 1898 with a \$3M budget and 5 locations. We seek dynamic, talented individuals to join our team of dedicated professionals.
