



Program and Communications Coordinator (Full-time)

Third Space at Shaarei Tfiloh in Baltimore, Maryland seeks a creative and highly motivated **Program and Communications Coordinator** to join our team. You'll be an integral part of this new organization's day to day operations as it relates to program support and execution, content generation and other communications in support of our marketing strategy. This position is an integral, creative, technical, all-in investment which promises to be fun, challenging and impactful. The ideal candidate will bring a strong comfortability with social media, logistics management, and program support, and will demonstrate excellent time management and organization capabilities. At Third Space, every team member contributes beyond their specific role, pitching in wherever needed, including supporting night and weekend programming, to ensure our collective success in this exciting new venture.

Responsibilities:

- **PROGRAM COORDINATION**
 - **Help maintain project management organization in Basecamp**
 - **Mainstage programs**
 - Collect marketing materials from artist
 - Ensure all artist/speaker contract language pertaining to advertising/ marketing is being adhered to
 - Work with artist and partners on grassroots marketing strategies and implementation
 - Create and send follow-up thank you's and surveys after events
 - **Classes/ holiday programs**
 - Provide ongoing communication with faculty and partners. Confirm all logistics.
 - Communicate set-up needs internally
 - Collect images/photography and confirm language for marketing materials
 - Work with partner/ faculty on grassroots marketing strategies and implementation
 - Prepare and print all program-related signage and materials
 - Coordinate and confirm all program supplies are ordered, organized and ready for each program
 - Create and send follow-up thank you's and surveys after events
 - **Gallery Artist program**
 - Coordinate scheduling of installation and removal
 - Coordinate and execute opening reception
 - Collect marketing materials from artist
 - Coordinate scheduling of gallery appointment visits
 - Coordinate payments and invoicing
 - Serve in front-facing staff role at Third Space events, as needed (1-2 evening/weekends per week, on average)
 - Represent Third Space at community events, as needed
- **MARKETING COORDINATION**
 - Ensure consistency and adherence to brand
 - Collaborate with outside consultant to implement brand guidelines
 - Be responsible for sharing brand logos and elements with partners/vendors
 - Keep updated files on current brand logos, etc
 - Manage all website edits, keeping it updated with all current events and information
 - Coordinate with teammates to collect content for e-newsletters
 - Take video and photos at events for use on social media
 - Collaborate with marketing partner on social media content creation and execution
 - Serve as brand voice for Third Space; Respond to social media comments and tags in a timely manner and flag relevant information for staff
 - Book professional photography/ videography for events, as needed

- List events in external online public calendars
- Oversee media relations including maintaining media contacts, pitching stories, fielding inquiries, and writing press materials
- Order swag and oversee Third Space online store
- **ADMINISTRATIVE SUPPORT**
 - Monitor voicemail system
 - Manage info@thirdspacest.org inbox: Respond to or forward to appropriate staff
 - Take on other administrative support roles and responsibilities, as needed

Qualifications/Requirements:

- BA degree or equivalent experience
- 2-4 years of experience working in marketing & communications
- An excitement for and preparedness to contribute in a start-up environment
- Excellent verbal and written communication skills with precise attention to detail and accuracy
- Strong comfortability with all Microsoft Office and Google Drive tools
- Comfortability using social media, posting stories, etc.
- Experience with Mailchimp or Constant Contact, not required but preferred
- Photo/video editing skills, not required but preferred
- Good judgment and cultural sensitivity
- Responsiveness
- Ability to prioritize
- Commitment to excellent customer service
- Hard-working and willing to take on a broad range of tasks; accepts constructive feedback willingly
- Ability to handle multiple projects simultaneously and meet deadlines
- Excellent interpersonal skills and passion for being part of a team-oriented, mission-driven organizational culture
- Knowledge of Jewish culture, holidays, and traditions a plus

To Apply:

Applications will be accepted on a rolling basis. Please send a cover letter and resume to randi@thirdspacest.org with "Program and Comms Coordinator" in the subject line. Candidates will be contacted if there is an opportunity to be interviewed. *Third Space is an equal employment opportunity employer.*

Salary Range: \$50,000-60,000, commensurate with experience

FLSA Status: Non-exempt

Benefits:

Third Space has a competitive benefits package that includes Health, Vision and Dental Insurance, Paid Vacation and Sick Leave, Retirement Savings, Pre-tax Transit Benefit, Paid Holidays, Parental Leave, and more. In addition to paid time off, our office is closed for Federal holidays and flexibility over Jewish holidays, to be discussed based on program deliverables.

What is Third Space?

Third Space at Shaarei Tfiloh is designed to be a gathering spot grounded in Jewish culture and learning, welcoming to all, and connected in intentional and meaningful ways to the neighborhood around it. It aims to be a gateway (*shaar* means gateway in Hebrew) to meaningful engagement and a relational community builder. We are housed in a historic former synagogue called Shaarei Tfiloh located on Liberty Heights Avenue by the Maryland Zoo. Constructed from 1921, it is one of the oldest synagogue buildings in Maryland. We hope to serve as a hub for learning, connecting and building community.

www.thirdspacest.org