

Creative Designer and Digital Media Manager

Part-Time | 20 hours/week

\$32,500–\$37,500 (\$65,000–\$75,000 FTE), commensurate with experience

Remote

Reports to: Director of Advocacy and Strategic Communications

To Apply: Send cover letter, resume, and link to portfolio to saram@hebrewatthecenter.org

About Hebrew at the Center

Hebrew at the Center advances Hebrew language education and engagement acquisition as a pathway to deepen Jewish identity and partners with Jewish day schools, congregations, and camps across North America on programs, professional development, and communal initiatives.

The Role

Hebrew at the Center is seeking a Creative Designer and Digital Media Manager to design the visual identity and digital presence of the organization across its programs, campaigns, and partner-facing materials. This role sits at the intersection of brand design and digital strategy, combines print and digital graphic design for our website, emails and social media, and will help translate Hebrew at the Center's mission into compelling visuals for donors, educators, and school leadership.

What You'll Do

- Lead design for Hebrew at the Center's brand system: templates, print and digital collateral, campaign materials, and program branding
- Manage and evolve Hebrew at the Center's website and digital properties, ensuring consistency, accessibility, and strong user experience
- Design and produce email newsletters, social media, and event promotion
- Partner with the Director of Advocacy and Strategic Communications to bring programs to life visually (including but not limited to major initiatives such as Membership, Pritzat Derech: Hebrew for All, Hitkadmuto: The Annual Hebrew Educators Conference, and our new Campaign for Excellence in Hebrew Language Education and AI initiatives)
- Establish and maintain visual brand guidelines across all productions
- Bring a systems mindset to design work: building reusable templates and guidelines for a growing organization.

What You Bring

- A strong portfolio in graphic design, spanning brand, marketing, and digital/web work that includes polished print materials and event invitations, reports, and presentations
- A solid grasp of typography, color theory, information hierarchy, and creative problem solving
- Comfort moving between print, digital, and web design disciplines
- A strong command of the Adobe Creative Suite (Photoshop, Illustrator, InDesign) or similar tools.
- Experience designing layout templates and managing assets within web and CRM platforms like WordPress, Squarespace, Bloomerang, Constant Contact, Mailchimp or others
- Video production and editing experience a plus
- Experience designing for organizations with a values-driven or educational mission (nonprofit, Jewish communal, or educational sector experience is a plus, though not required)
- Familiarity with systems-based design thinking: building templates and guidelines that others can use consistently
- Strong collaborator who can take direction from communications and program leads and translate it into polished visual work
- Comfort reading, speaking, writing Hebrew a plus

Benefits

This part-time position is eligible for benefits in accordance with Hebrew at the Center's policies and applicable eligibility requirements:

- 401(k) with employer match (up to 3%)
- Generous paid time off, including vacation, sick leave, Jewish and select federal holidays
- Remote work stipend and cell phone reimbursement

How to Apply

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Revolutionizing Hebrew Teaching and Learning

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