



JCC MARKETING COMMUNICATIONS COORDINATOR

Job Type: Full-Time Position (*In-Person*)

Salary: \$50,000-\$55,000 annual

Location: Prosserman JCC, 4588 Bathurst Street, North York (Bathurst/Sheppard Area),

Who We Are:

The Jewish Community Centre (JCC) is more than just a workplace—it's a vibrant hub of culture, connection, and community. As one of the largest engagement platforms in the Greater Toronto Area, we offer a diverse range of programs, including arts, fitness, education, daycare, summer camps, and more. With a bold goal to triple our community engagement by 2026, we are on a transformative path to become the beating heart of Jewish life in the region. Join us in shaping the future of the JCC experience for 75,000+ people annually!

Are YOU our ideal Brand & Design Specialist?

Reporting to the JCC Brand and Design Manager, the Marketing Coordinator supports the JCC's marketing strategy, with a focus on email content development, copywriting, and departmental coordination. This role supports the creation and delivery of Member Newsletters, internal staff Newsletters, and ensures all messaging aligns with the JCC's tone, values, and strategic priorities. The Marketing Coordinator also manages marketing planning meetings between departments to keep timelines on track and communications streamlined.

Key areas of responsibilities include:

- **Project & Workflow Coordination** - Manage marketing brief forms and the online project management platform to ensure accurate intake, task tracking, and cross-departmental alignment.
- **Email Marketing & Distribution** - Draft, edit, and distribute both public-facing and internal newsletters; maintain email templates, contact lists, and audience segmentation for targeted communication.
- **Content Creation & Storytelling** - Develop compelling content by gathering program information, conducting interviews, collecting quotes, and shaping community-centered stories.
- **Cross-Departmental Collaboration** - Liaise with various departments (e.g., Fitness, Camp, Programming, Fundraising) to ensure communications are aligned with program needs and brand standards.
- **Brand & Quality Assurance** - Uphold JCC brand guidelines, proofread and fact-check content for tone, clarity, grammar, clarity, and Canadian English standards.
- **Analytics & Reporting** - Provide basic reporting on website, email, and campaign performance using tools like Google Analytics; share insights and troubleshoot issues with VP of Marketing.
- **Strategic Planning & Campaign Support** - Contribute to marketing strategy development, support brainstorming sessions, and assist in campaign ideation and execution.



What do you bring?

- At least one year of experience, and degree/certificate in communications related field preferred
- Creative and strategic mindset, ability to think outside the box and work independently
- Exceptional writing and editing skills
- Collaborative and relationship-building focus
- Analytical thinker and digital fluency; quick-learner
- Strong organizational and project management skills
- Experience with non-profit organizations an asset
- Commitment to the mission of the JCC and comfortable working for a non-profit organization
- A passion and connection, knowledge and understanding of Jewish culture

Perks & Benefits:

- Free JCC Membership – Access to our fitness centers, classes, and programs.
- Generous Staff Discounts – On summer camps, swimming lessons, personal training, and more.
- Comprehensive Health & Dental Insurance – 75% of the premium covered by the JCC.
- Paid Time Off (PTO) – Vacation, sick days, Jewish holidays, and statutory holidays.
- Work-Life Balance – A flexible, people-centered work environment that values your well-being.

Ready to Make an Impact? Apply Today!

We welcome candidates from all backgrounds and experiences—don't self-select out if you don't meet every requirement. If this role excites you, we want to hear from you!

Please submit your resume and cover letter to Lia Baird, Human Resources Generalist **lbaird@srcentre.ca** no later than **August 15, 2025**. We will be conducting rolling interviews, this post may close earlier than listed should a candidate be selected.

The JCC does not use Artificial Intelligence (AI) to screen, assess or select applicants.

We appreciate your application; however, we will only be contacting the candidates we wish to interview.