

PR Officer

The PR & Communications Team is looking for a team member to lead PR developments within Tzedek

KEY TASKS

- Drafting & editing press releases
- Distributing press releases and case studies
- Developing external media contacts
- Participating in regular PR & Comms meetings to develop over-arching Tzedek strategy

SKILLS/EXPERIENCE/ATTRIBUTES

- Excellent writing skills
- Marketing or journalism experience
- Interest in Tzedek's ethos and work
- Ability to work in a team and independently
- Must be able to effectively represent Tzedek and ethos
- Contacts in the media industry (desirable)

MEETINGS TO ATTEND

Quarterly PR & Comms meetings should be attended, in order to update the rest of the team

SUPPORTED BY

- PR & Comms Chair
- Volunteer Coordinator

IDEAL TIME COMMITMENT

- Roughly 10 hours per month
- Flexible management of own time will be encouraged