



Magyar Bank, a leader in the community banking sector, is searching for qualified candidates to join our Community Relations & Marketing team as an **Assistant Manager, Community Relations & Marketing** in New Brunswick, New Jersey.

The ideal candidate will be responsible for assisting in the coordination of various marketing programs for the Bank. This role will also be responsible for production of accurate government reports. The candidate will also assist in the coordination of fair lending practices across Small Business Lending and Residential Mortgage product lines.

Essential Functions:

- Assist with coordination of the financial institution's affordable housing programs.
- Assist the Marketing Director with the coordination and agenda for the Community Relations monthly and quarterly reports.
- Coordinate bank-supported functions in a timely manner.
- Represent the bank at community functions.
- Point of contact for the First Home Club Program participants.
- Investigate and prepare all written requests for contributions.
- Reconcile monthly general ledger accounts.
- Produces and files accurate, compliant HMDA and CRA reports.
- Maintain compliance while performing all job functions.
- Assists with ongoing management of the Bank's website and Social Media programs.
- Responsible for maintenance of the Bank's intranet site including updates.
- Provide assistance to Marketing Director for all bank functions.
- Provide administrative and clerical support for Marketing Director.
- Assist in market and customer analysis through use of Bank's MCIF, survey development and available market information.
- Other job duties as assigned.

Requirements:

- Minimum of high school diploma or equivalent required. Some college preferred.
- Should be analytical, creative and have good communication skills.
- Required to represent the bank at community events. Events may be held during and after working hours and on weekends.
- Proven organizational and public relations skills.
- Skilled at assessing client and community needs.
- Computer literate, including Microsoft Office and Social Media sites
- Working knowledge of lending regulations, financial institution products and services preferred.
- Must be detail oriented.
- Ability to multi task in fast paced environment.
- Ability to speak fluent Spanish is desired

Magyar Bank offers competitive salary and comprehensive benefit package, which includes medical, dental, life insurance and 401k.

Magyar Bank is an Equal Employment Opportunity/Affirmative Action Employer - M/F/D/V