



O'AHU JEWISH 'OHANA

An inclusive, mindful and caring Jewish Community

Events Coordinator

The O'ahu Jewish 'Ohana seeks a reliable detail-oriented individual to work in coordination with congregational leaders to plan and create successful events in conjunction with the Jewish holidays and congregational social events.

Position Details:

- **Hours:** Varies according to events calendar – estimated to be approximately 100 – 150 hours per year
- **Compensation:** \$30/hour to start
- **Schedule:** Flexes to meet needs of scheduled events
- **Start Date:** As soon as possible
- **Duration:** Ongoing

Responsibilities:

- Works in close cooperation with designated event chairs and congregational leaders in planning and carrying out successful events. Level of work and type of work required depends upon the event. May include developing date, location and details of the event and helping to develop announcements and gather RSVPs, attending to specific event plans, which may include arranging event locations, developing specific event details and budget, working with vendors, ordering/picking up food and supplies, coordinating volunteers with specific assigned tasks, being present during set-up through clean-up to assist with all aspects of the event.
- Events typically include the following:
 - July – Annual meeting buffet brunch (done in-house)
 - September/October – Jewish High Holidays with live in-person and virtual services at Mo'ili'ili Hongwanji
 - November/December - Chanukkah Celebration
 - February – Tu b'Shvat Seder in conjunction with Keiki O Ka Āina in Kalihi Valley
 - April – Passover Seder plated seder dinner at Pacific Club

Additional events include occasional community service projects, congregational potluck dinners, book club, movie club, support for weekly torah study when a rabbi leads in person or virtually (generally about 3-5 times per year)

Qualifications:

- Strong attention to detail and ability to work independently
- Reliable communication and time management skills
- Experience in event planning, coordination, budgeting, working with vendors and volunteers in carrying out the details of the event.
- Knowledge of Jewish holidays, events and practices helpful, but not required

Additional Requirements:

- Must have a valid Social Security Number (SSN) or taxpayer ID
- Must be authorized to work in the United States
- Independent Contractor Position -- Earnings will be reported for tax purposes

To Apply:

Please submit a brief summary of your relevant experience (professional or personal) and your availability to: shalom@oahujewishohana.org