



O'AHU JEWISH 'OHANA

An inclusive, mindful and caring Jewish Community

Virtual Website & Communications Support Services

The O'ahu Jewish 'Ohana seeks a reliable and detail-oriented individual to provide light website maintenance and communications support, including bi-weekly e-mails via Constant Contact and occasional social media posts.

Position Details:

- **Hours:** Approximately 4–8 hours per month
- **Compensation:** \$30/hour to start
- **Schedule:** Flexible; work can be completed independently on your own time
- **Start Date:** As soon as possible
- **Duration:** Ongoing

Responsibilities:

- Assist with developing/formatting content for twice weekly e-mails using Constant Contact
- Perform basic updates and maintenance using a WYSIWYG website editor (no coding required) -
- Occasionally assist with posting and managing content on social media platforms, primarily Instagram and Facebook
- Ensure content is accurate, timely, and aligned with organizational needs

Qualifications:

- Familiarity with user-friendly website editors (WYSIWYG platforms)
- Experience using Constant Contact helpful, but not required
- Strong attention to detail and ability to work independently
- Reliable communication and time management skills

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