# COMMUNICATIONS & DIGITAL CONTENT OFFICER

ncjwa nsw

JOIN OUR TEAM

**NCJWA NSW Communications & Digital Content Officer**
8 hours per week, worked flexibly. Some attendance at Council House and occasional evening or weekend work may be required.
Remuneration (contractor): $40 per hour depending on experience.

NCJWA NSW is one of Australia's longest serving Jewish women's organisations. Through volunteer led programs and community initiatives, the organisation supports women and families while creating opportunities for connection, support and practical assistance.

Programs include Cuddle Bundles, Days for Girls, Tikvah V'Or breast cancer support, workshops, community celebrations and other volunteer initiatives, all based at Council House in Woollahra, a vibrant hub for connection, events and community life.

**Key resposibilities**
Create engaging content for social media, newsletters, the website and other digital channels.
• Design marketing materials including invitations, flyers, presentations and digital assets using Canva.
• Promote NCJWA NSW programs, events, fundraising campaigns, memberships and community initiatives.
• Capture stories, photographs and video that showcase the impact of NCJWA NSW.
• Maintain the website, communications calendar, social media platforms and digital assets.
• Work closely with staff, volunteers and committee chairs to ensure communications are timely, engaging and consistent.

**Essential**
• Experience in communications, marketing, digital content or social media.
• Excellent writing, editing and proofreading skills.
• Strong organisational skills with the ability to manage multiple projects independently.
• Confident using Canva, Mailchimp, Meta Business Suite, Microsoft 365, WordPress or a similar website platform, and basic video editing tools.
• Creative, proactive and passionate about supporting a vibrant Jewish women's organisation.

**Reporting**
Reports to the President of NCJWA NSW or their delegate. Works closely with the Board, staff, committee chairs, volunteers, venue hirers and contractors.

**Contact:**
Please send your resume or any questions about the role to: president@ncjwansw.org
Applications close: 11 Sept 2026.

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CURRENT OPPORTUNITIES
www.ncjwansw.org/current-opportunities