

Part-Time Research and Editing Position - JOFA Website Online Library Consultant

Are you up-to-date on what is being written and discussed in the Modern Orthodox Jewish world? If so, this could be the position for you.

JOFA, the Jewish Orthodox Feminist Alliance, is seeking a part-time consultant to keep our online library current, relevant, organized and user friendly. This position requires approximately 15 hours of work per month.

Background: JOFA is a non-profit organization dedicated to expanding the spiritual, ritual, intellectual and political opportunities for women within the framework of Orthodox Jewish law (halakha).

The JOFA website is a centralized location for resources pertaining to women and halakha. The articles in its online library present a wide range of halakhic and sociological pieces on topics such as: The Life Cycle, Ritual Practice, Participation and Leadership, Education, Community Challenges, Orthodoxy and Feminism, and Agunah.

Responsibilities:

- Identify new books, articles, papers, or audio and video lectures on any of the topics covered in the JOFA online library; identify additional topics that could be addressed in the online library; find materials to fill in gaps as necessary
- Solicit and/or track down materials for the online library. This could include putting out a “call for papers” for the site or being in touch with authors who have written on our topics. It would also include being in touch with conference speakers to obtain prepared remarks or other documents they have written on specific topics
- Select articles from recent and future JOFA publications, such as the JOFA Journal and Shema Bekolah
- Write a brief, objective synopsis for each identified article
- Identify suitable materials for the “JOFA Recommends” section of the website
- Periodically review site for typos, errors, expired information, etc.
- Prepare and submit monthly spreadsheets with suggestions for additions and/or revisions to the site
- Post new materials to online library once spreadsheet is vetted by JOFA staff liason

Qualifications:

- Well read on, and aware about, current developments in various topics pertaining to women and Orthodoxy
- Familiarity with, and interest in, Orthodox feminism and the issues addressed by JOFA and www.jofa.org
- Excellent writing, analytical, organizational and communication skills
- Access to Judaic Studies academic databases and resources is a plus
- Proficiency in MS Excel; ability to learn simple content management system; nominal HTML coding skills preferred but not necessary.

To Apply: Please send a resume and cover letter to tamima.wyszkowski@jofa.org. No phone calls please.