



**Position:** Digital Content Creator

**Status:** Contractor

**Updated:** May 29, 2026

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## **ABOUT ACCESSURF HAWAI'I**

AccessSurf Hawai'i is a nonprofit organization dedicated to creating accessible beach and ocean experiences for people with disabilities. Through inclusive programs, community partnerships, and adaptive recreation, we empower individuals to build confidence, connection, and joy in the ocean environment.

Our work is rooted in our three core values:

- Share the Aloha — nurturing a sense of 'Ohana and belonging across participants, caregivers, volunteers, donors, and staff
  - Ride the Wave — evolving and adapting safely as we learn with and from each other
  - Ocean of Possibilities — generating waves of freedom that extend beyond the beach
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## **POSITION SUMMARY**

AccessSurf Hawai'i is seeking a creative, organized, and mission-driven Digital Content Creator to join our team as an independent contractor. This position will collaborate closely with the Executive Marketing Manager, who oversees overall strategy, campaigns, and the content calendar. This role is ideal for a visual storyteller who is passionate about inclusion, ocean culture, and community impact.

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## **CONTENT CREATION & PUBLISHING**

- Shoot original photo and video content at AccessSurf programs and events on O'ahu
- Create engaging Reels, Stories, carousels, graphics, and posts across Instagram, Facebook, YouTube, LinkedIn, and TikTok
- Design on-brand assets in Canva — feed posts, story templates, email graphics, event posters, mailers, and campaign materials
- Develop and maintain a monthly content calendar in coordination with the Executive Marketing Manager

## **COMMUNITY ENGAGEMENT & MONITORING**

- Monitor all social media channels daily and respond promptly to comments, direct messages, and tagged content
- Repost and amplify community-generated content, partner tags, and relevant stories



- Maintain a warm, authentic, and inclusive brand voice in every interaction

### **DIGITAL ASSET CREATION**

- Create, edit and update recurring digital materials including e-newsletters/mailers, event flyers, and promotional posters
- Ensure all content meets brand standards and accessibility best practices

### **STRATEGY & REPORTING**

- Use content provided by AccessSurf photographers and videographers alongside original captures
- Support basic performance tracking, analytics monitoring, and social media reporting
- Attend select in-person programs and events, including occasional weekend activities

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### **QUALIFICATIONS - REQUIRED**

- Demonstrated experience creating content for social media — show us your work
- Strong skills in photo and video capture and editing
- Proficiency in Canva or similar design tools
- Comfort across Instagram, Facebook, LinkedIn, TikTok, and YouTube
- Ability to write clear, compelling captions and short-form digital copy
- Organized, deadline-driven, and capable of managing multiple content streams
- Available for select in-person events and programs on O’ahu
- Deep passion for inclusion, community, ocean culture, and authentic storytelling

### **QUALIFICATIONS – PREFERRED**

- Experience working with nonprofits, mission-driven organizations, or adaptive/accessible programming
- Background in photography or videography for fast-paced event environments
- Familiarity with email marketing platforms and basic HTML editing

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**To get in touch:** Send the following to [resumes@accessurf.org](mailto:resumes@accessurf.org) with the subject line: Digital Content Creator — Contractor Application

- A brief introduction and your resume or contractor profile
- A portfolio or 3–5 examples of social media content you've created (Reels, Stories, graphics, posts, or campaigns)
- Optional: links to relevant social media accounts or additional creative work