



VOLUNTEER JOB DESCRIPTION

TITLE: Website Coordinator

STATUS: Volunteer

REPORTS TO: Development & Communications Manager

REVISION DATE: 08/04/2022

PURPOSE: Our Website Coordinator assists our Development Department to update our website every week. Our website is vital in showcasing our Agency's mission of delivering compassionate innovative mental health services that empower individuals and families to overcome barriers and significant life challenges to achieve more fulfilling, resilient, and self-sufficient lives.

DUTIES AND RESPONSIBILITIES:

1. Assist the Development Manager in updating the agency's website; this includes, but is not limited to, weekly updates to the main page's banner, weekly updates to the Careers page, weekly updates to our Blog page, monthly updates to our Make a Difference page, and more.
2. Assist the Development Manager in creating web pages for unique fundraisers, events, and more.
3. Assist the Development Manager with web page design and content updates.
4. Provide ideas and feedback to the Development Manager.

VOLUNTEER JOB REQUIREMENTS:

1. Computer literacy is a must.
2. Working knowledge of Wordpress web design, or willingness to learn.
3. Working knowledge of nonprofit marketing and nonprofit website best practices, or willingness to learn.
4. Working knowledge of Canva, or willingness to learn.
5. Working knowledge of search engine analytics, or willingness to learn.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Social media marketing knowledge preferred.
2. Superior oral and written communication skills.
3. Excellent organization and time management.
4. Team player, ability to work well with others.

WORKING CONDITIONS AND PHYSICAL EFFORT:

1. Work is normally performed in a typical interior/office work environment.
2. Physical effort required includes typing, standing, sitting, bending, stooping, talking and hearing.
3. Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

