



Volunteer Job Description

Website Content Coordinator

Summary: The Website Content Coordinator will be comfortable working with Wordpress CMS to keep WNC's website updated with current information. Most content will be provided by WNC Staff or the Website Multimedia Coordinator. This volunteer will communicate with the Website Technical Coordinator about any technical issues.

Primary Responsibilities and Essential Functions:

- Update website pages with content on a monthly schedule using a simple page builder and text editing user interface

Time Commitment: Varies, 4-8 hours a week during busy season (October-December), 1-3 hours a week the rest of the year

Minimum Knowledge, Skills, and Abilities:

- Understanding of how to structure a webpage
- Preferably have experience with Wordpress
- Must have strong communication skills
- Be self-directed, willing to take initiative, and detail-oriented