



Volunteer Job Description

Website Multimedia Coordinator

Summary: The Website Multimedia Coordinator will edit and resize graphics for website use. This volunteer will also archive new photos on WNC's network.

Primary Responsibilities and Essential Functions:

- Edit and resize graphics for website headers/banners/buttons
- Edit occasional videos for website
- Archive new photos from Google Drive to WNC's network per filing procedures

Time Commitment: Varies, 3-6 hours a week during busy season (October-December), 1-2 hours a week the rest of the year

Minimum Knowledge, Skills, and Abilities:

- Basic photo editing skills
- Experience with creation of basic web graphics
- Preferably experience with creating videos
- Must have strong communication skills
- Be self-directed, willing to take initiative, and detail-oriented