



Volunteer Job Description

Website Technical Coordinator

Summary: The Website Technical Coordinator will be comfortable working with Wordpress CMS to keep WNC's website running smoothly. This volunteer will work closely with WNC Staff and the Website Content Coordinator.

Primary Responsibilities and Essential Functions:

- Manage technical aspects of the Wordpress CMS
- Update structure and styling of base elements with site layout, widgets, menus, headers, and more
- Managing the custom calendar view
- Communicating with WSI with larger issues regarding the CMS's functionality (plugins, themes, backups, etc.) – rare

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

Minimum Knowledge, Skills, and Abilities:

- Understanding of JavaScript, HTML, and CSS
- Preferably have experience with Wordpress
- Must have strong communication skills
- Be self-directed, willing to take initiative, and detail-oriented