

Volunteer Job Description

Title: Website Coordinator
Report to: The Executive Director
Trained by: The Executive Director
Shift: As needed
Schedule: As needed
Minimum Commitment: 3 months

Job Summary: Post information and updates to the Diversity Center website in a timely manner.

Duties and Responsibilities

- Process Diversity Center website requests which usually come via email from:
 - The Executive Director, The Office Manager and other Diversity Center Staff
 - The public via webmaster@diversitycenter.org
- Report issues with the wiki software to the website software programmer. Include a detailed scenario to reproduce the issue.

Knowledge, Skills, Equipment and Abilities

- Some basic understanding/experience of wiki software and a little html is useful. This includes editing of existing text and occasionally uploading a file or posting a news item. Also, adding a new page is sometimes required.
- Regular (daily) access to a computer with browser software and email.
- The ability to work independently and set priorities.
- Good verbal and written English communication.