

Web Site Manager

Job Description

Educating the public about the Friends of Sleeping Bear Dunes, our mission, our projects, and opportunities to help us is critical to our success. The Web Site Manager produces fresh content for the Friends web site: <http://friendsofsleepingbear.org>. The web site is also used to collect volunteer reports for several of our ongoing programs. Keeping these forms up to date and being able to download data from the online database is a critical tool for the organization.

The duties of the Web Site Manager include:

- Conduct an annual review of the web site content and design. Develop an annual plan to keep the web site up to date and communicate the plan to the Communications Director to integrate into an annual Communications Plan to be approved by the board of directors.
- Work with project managers and program coordinators to publicize their projects and needs for volunteers or funding.
- Maintain or create Volunteer Reporting Forms.
- Work with Fund Development Department to support fundraising campaigns.
- Coordinate with Social Media Manager and Other Media Manager.

Required Experience

Communication skills
Internet and database skills
MS Office skills
Word Press experience is helpful

Required Training

Training is offered by Friends of Sleeping Bear Dunes and Pro Web Marketing

Time Commitment

Approximately 8 hours per week.