

Assistant Website Content Manager

Job Description

The Website Content Managers help manage content on the Friends website:
<http://friendsofsleepingbear.org>.

The Assistant works with the Website Content Manager on all the tasks necessary to maintain fresh, attractive, interesting, and accurate material on the Friends website. These tasks include:

- Conduct an annual review of the website content and design. Develop an annual plan to keep the website up-to-date and work with the Communications Director to integrate this into an overall, annual Communications Plan.
- Work with project managers and program coordinators to publicize their projects and needs for volunteers or funding.
- Work with Fund Development to support fundraising campaigns.
- Coordinate with the Newsletter Manager, Social Media Manager, and Print Media Manager to ensure consistency of message and share content development where possible.

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 10 hours per month.

Revised 2/17/2022