

## **BEZAK ENVIRONMENTAL EDUCATION CENTER**

### VOLUNTEER POSITION DESCRIPTION

TITLE FOR POSITION: Website Management

POSITION REPORTS TO: Office Manager

VALUE OF THIS VOLUNTEER POSITION: Beczak has upgraded our website to better connect with and inform the public about the organization, our mission, programs, and events. We need to keep this website up to date with information on upcoming events, reports on recent events and programs, and pictures from programs and activities. Maintaining the site and having it be as informative and user friendly as possible will maximize the effectiveness and encourage people to use it regularly to obtain information about Beczak.

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#### JOB ACTIVITIES AND RESPONSIBILITIES:

- 1) Regularly update the website with pictures from event and programs.
- 2) Regularly update the website with relevant stories, event calendars, and pdf versions of our publications.

#### TIMEFRAME:

DURATION OF THIS COMMITMENT: 6 Month minimum commitment

FREQUENCY OF ACTIVITY: Monthly

EXPECTED TIME DAY OF ACTIVITY: 3 hours per month

#### QUALIFICATIONS SOUGHT:

- 1) Experience with Dreamweaver or similar software
- 2) Experience with graphic and web design a plus
- 3) Reliability
- 4) Creativity