

## Website Coordinator

### Role:

Promote the Association by keeping the information on our community website and social media current and up-to-date. Setting up online registration for our indoor programming, soccer, softball and basketball. Handling technical issues for community members who are having difficulties registering online. Maintain a working relationship for training and more advanced technical issues with Sherpa the company who developed, upgrades and hosts our website.

### Responsibilities:

1. Update the information on our website and social media as required to keep information current and up-to-date.
2. Create facebook events.
3. Add events and important dates to the Calendar online.
4. Add announcements and events to the “What’s New” column on our homepage.
5. Manage the website product gallery ads.
6. Setup online registration for our programs.
  - August – Indoor Soccer, Basketball and Indoor Programs
  - December – Winter Indoor Programs
  - March – Outdoor Soccer and Softball
7. Assist any community members with technical issue that arise during the purchasing of a membership or online registration.
8. Prepare and submit annual budget to the Treasurer.
9. Prepare written year-end summary report for presentation to the Executive.

**Time Commitment:** Moderate to heavy

- Term of office is two years.
- Monthly Executive meetings.

### Skills Preferred:

Website Templates  
Web Development  
Programming  
Testing  
SEO

Organization  
Photoshop  
Past Experience  
Graphic Design