



## Job Description: Website Coordinator

### Objective/Summary

The Website Coordinator is responsible for maintaining and managing the SWB website content. Additionally, the Website Coordinator is responsible for managing content about SWB on other non-social media sites, such as Wikipedia.

### Responsibilities

- Update, add, or remove website contents as requested by the MarComm Directorate or as necessary
- Ensure consistency of the information with the SWB website
- Work with the Website Developer (Operations) to maintain the overall design and content structure of the website, including period redesigns
- Review the SWB Wikipedia entry quarterly and propose edits to the MarComm Directorate as needed; update the Wikipedia entry with MarComm approval
- Responsibilities may be expanded as needed
- Meet with the MarComm Director regularly for one-on-one meetings and with the rest of the MarComm team

### Required Skills

- Experience with web development
- Experience with Tendenci is a strong bonus
- Previous exposure to marketing/communications, especially search engines, highly desired
- Previous SWB project experience
- Excellent communication skills
- Detailed-oriented

## Commitment

2-3 hours per week

## Location

This position is fully remote, and all meetings except JSM are held online. Communication takes place over email, slack, and zoom/google meets, etc.

## Term

No term

20 July 2023