

## Volunteer Job Description

**Title:** Website Coordinator  
**Report to:** The Executive Director  
**Trained by:** The Executive Director  
**Shift:** As needed  
**Schedule:** As needed  
**Minimum Commitment:** 3 months

**Job Summary:** Post information and updates to the Diversity Center website in a timely manner.

### Duties and Responsibilities

- Process Diversity Center website requests which usually come via email from:
  - The Executive Director, The Office Manager and other Diversity Center Staff
  - The public via [webmaster@diversitycenter.org](mailto:webmaster@diversitycenter.org)
- Report issues with the wiki software to the website software programmer. Include a detailed scenario to reproduce the issue.

### Knowledge, Skills, Equipment and Abilities

- Some basic understanding/experience of wiki software and a little html is useful. This includes editing of existing text and occasionally uploading a file or posting a news item. Also, adding a new page is sometimes required.
- Regular (daily) access to a computer with browser software and email.
- The ability to work independently and set priorities.
- Good verbal and written English communication.