

Position Title: Website Committee Member

Supervisor: Website Committee Chair & WWOA Executive Director, Nancy Bozek

Location: Stevens Point, WI

Purpose: Website committee members develop, maintain, and add to WWOA's website and social media accounts, providing current information about the organization, forestry, and related topics to WWOA's membership and the public.

Duties & Responsibilities: Specific duties are usually volunteered for at committee meetings, but may include –

- Maintain accounts and passwords
- Add to or remove content, photos, links, events,
- Advertise events
- Develop social media strategies
- Ensure adherence to social media and website policies as well as a positive social media and website presence

Qualifications & Skills:

- Computer with high-speed internet
- Web browser experience and knowledge
- Personal email account
- Keyboarding, proof-reading, and grammar skills
- Ability to work well in a team setting

Length of commitment: Preferred one year commitment, but the committee may be joined or left at any time

Days/times volunteer is required: Committee meets approximately four times per year in the Stevens Point, WI area

Benefits to the volunteer: Gain experience in managing website and social media, keep fellow WWOA members up to date on current forestry and natural resources news

Training provided or other details: Interested members will be assisted by the committee in learning how to access and use WWOA's specific website and social media platforms.

Prepared By: Elise Worthel, Volunteer Coordinator (2015-2016) Date: December 8, 2015