

**Position Title:** Website Committee Member

**Supervisor:** Website Committee Chair & WVOA Executive Director, Nancy Bozek

**Location:** Stevens Point, WI

**Purpose:** Website committee members develop, maintain, and add to WVOA's website

and social media accounts, providing current information about the organization, forestry, and related topics to WVOA'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 WVOA members up to date on current forestry and natural resources news, experience in collaborating with a team.

## WVOA VOLUNTEER JOB DISCRIPTION

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