



Website Assistant

Committee:	Public Relations
Location:	Virtual
Job Title:	Website Assistant
Reports To:	Public Relations Committee Chair

<p>Type of position:</p> <p><input type="checkbox"/> Full-time</p> <p><input type="checkbox"/> Part-time</p> <p><input type="checkbox"/> Contractor</p> <p><input type="checkbox"/> Intern</p> <p><input checked="" type="checkbox"/> Volunteer</p>	<p>Hours_____ / week</p> <p><input type="checkbox"/> Exempt</p> <p><input type="checkbox"/> Nonexempt</p> <p><input checked="" type="checkbox"/> N/A</p>
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General Description

i-Trek is looking for a volunteer website assistant who is interested in assisting in managing and organizing our website. The Website Assistant position provides an opportunity to develop relevant skills in web content design, creation and editing while supporting the web and marketing goals of the organization. Projects will be determined on an ongoing basis by the Public Relations Committee based on current needs.

Essential Duties

An i-Trek Website Assistant is responsible for making basic changes and updates to the i-Trek website. This includes adding posts, making style changes and generally keeping the website up to date.

The work includes:

- Adding new posts for each new event
- Updating images from recent events
- Updating our calendar with relevant events
- Making style changes

Work Experience Requirements

To fulfill the functions of a Website Assistant, the following traits and experiences are desired:

- Web management experience
- Experience with HTML, CSS and PHP
- Familiarity with WordPress
- Responsive and great communication skills
- Basic computer literacy and some knowledge of word processing software and email
- Proficiency with Google Docs
- Ability to set priorities, multitask, manage time, meet deadlines and be willing to take initiative to ensure a project succeeds as necessary. An impeccable commitment to follow through and attention to detail is a must.

Education Requirements

None

Normal Working Hours and Conditions

- All volunteers are expected to attend monthly committee conference calls and complete and assigned tasks.
- Applicants are expected to have timely responses to email.
- Commitment will not exceed 10 hours per week.
- Volunteers must comply with i-Trek's Volunteer Code of Conduct (provided shortly after initial interview to all perspective applicants).
- Hours outside of your usual schedule will be expected (some evenings and weekends will be necessary).
- All volunteers should be willing and able to work virtually.

Reviewed By:		Title:	
Approved By:		Title:	
Date Posted:			
Date Hired:			

Equal Opportunity Employer

i-Trek is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.