



TACAMO Community Veterans Association Website Manager Volunteer Job Description

Website Manager Job Description

We're looking for a Website Manager to come on board and help us take our website to the next level. The right candidate will have a strong background in web development using the WIX platform and a good understanding of the latest trends and technologies. If you're a motivated self-starter with a passion for web development, we want to hear from you!

Website Manager Duties:

- Manage all aspects of the association's online presence, including website, social media presence, blogs, and SEO
- Review, plan, and develop website strategy and content
- Develop and manage social media pages
- Maintain all web content, including articles, blogs, and landing pages
- Maintain and update SEO tools
- Maintain, update, and protect website security
- Research and optimize the website for increased traffic
- Respond to incoming WIX messages in a timely manner
- Manage access to member-only pages

Website Manager Responsibilities:

- Manage and maintain the website, including content, design, updates, technology, and systems
- Provide content to the TCVA Secretary for proofreading before posting
- Provide ongoing, conduct regular web quality assurance checks
- Develop and maintain the website calendar and process, and assist the reunion planner with event postings

Requirements And Skills:

- A background in website management, communications, journalism, or related field
- Expert knowledge of website programming languages and graphic design software
- Skilled in constructing persuasive, compelling, and easy-to-read web content
- Ability to maintain and update the website with new content
- Strong ability to think critically and creatively about web communications
- Hours per week could be one to five hours depending on content