



Website Maintenance Volunteer

Job Description

Position Description Summary:

The Website Maintenance Volunteer will support Won By One To Jamaica's Marketing Team by creating and refreshing content on the organization's website. The Website Maintenance Volunteer will create and add new pages, tabs, and resources to our current website to improve accessibility.

Position Qualifications and Requirements:

- Experience with website design and/or blog hosting platforms
- Excellent writing and editing skills
- High level of organizational skills, attention to detail, and ability to meet deadlines
- Ability to work as part of a team as well as independently
- Ability to follow through on commitments and designated responsibilities
- Ability to navigate Google Suite
- Experience with JavaScript, HTML, CSS, SEO preferred, but not required

Authority and Accountability:

The Website Maintenance Volunteer is selected by the Marketing Team and is delegated sufficient authority to accomplish the duties, responsibilities, goals, and objectives that have been established for the functional position of Website Maintenance Volunteer.

The individual occupying the functional position of Website Maintenance Volunteer shall be accountable to the Trip Coordinator and U.S. Development Coordinator.

Essential Duties and Responsibilities:

- Plan, create, implement, manage, monitor, and update the organization's website in collaboration with Won By One To Jamaica's Marketing Team
- Develop website content to support organizational goals and strategies
- Minor photo editing and manipulation for website publication
- Align the website with Won By One To Jamaica's brand, strategy, and standards
- Reply to, troubleshoot, and resolve website issues
- Identify ways to improve user experience with the organization's website
- Attend and participate in monthly, virtual marketing planning meetings with Marketing Team
- Adhere to Won By One To Jamaica's policies, volunteer guidelines, and mission statement
- Carry out assigned tasks in a timely manner
- Complete other assignments or projects related to the role, as determined by the Marketing Team