

Web Manager

The Web Manager is a volunteer position whose purpose is to manage the chapter's Web site. This position has the following responsibilities:

- Manages all activities related to the chapter Web site (www.stcwvc.org)
- Organizes and coordinates assignments with additional Web volunteers
- Keeps the Web site up to date with information about chapter leadership, contests, meetings, the Galley e-zone, etc.
- Oversees programming updates and improvements
- Coordinates with chapter managers, such as officers, managers, and the newsletter editor, to update and post relevant information
- Attends and participates in chapter and administrative meetings
- Reports on web-related topics at monthly administrative meetings

Requirements

- Knowledge of Web standards
- Strong HTML and CSS skills
- Familiarity with Dreamweaver
- Perl skills and familiarity with forms desirable, but not required
- Good organizational skills

Time commitment

- Time commitment varies depending on chapter activities during any given period.

Term and Succession

- The term is one year with no succession.