



Webmaster

To maintain the Plugged In website, keep website up to date on best practices (mobile optimization etc.), and utilize the WordPress and Divi Builder platforms to the fullest extent.

- Update website Calendar
- Ensure site is functioning properly
- Generate new and revise existing web pages as needed
- Layout content on website
- Monthly site backups
- Manage site updates (WordPress, Divi, various Plugins, security)

Volunteer Term: no minimum

Average Weekly Commitment: 1-2 hours

Reports to: Executive Director and Program Director