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# Job Description – Volunteer Web Content Manager

## Overview of role

This is an exciting opportunity to assist a Social Enterprise whose aim is to effectively and sustainably empowering communities living in developing countries by supporting specific partners and projects.

Our focus is on improving both access to and quality of education. We take small groups to participate actively, in projects we support.

This is a hands on role that will suit a self-starter, willing to get involved with what we do and able to communicate effectively through a variety of mediums.

The successful candidate will have responsibilities that relate to the distribution and management of information through our own website and through social networking websites.

## Skills Required

Self starter with the ability to work unsupervised  
Previous experience with web content management  
Ability to communicate clearly  
Some understanding of web based communication tools

## Specific Responsibilities

Responsibilities of the role include:

- Management of the content of the website – adding new material and deleting out of date items
- Management of our blogs or forums
- Management of content on chosen social networking websites
- Management of photo library and use of pictures in all promotional activity
- Assistance with printed promotional materials
- Liaison with suppliers of design assistance
- Input into the maintenance of consistency of design

## Reporting Structure

This role will report to the founders of the organisation.

## Hours & Location

Hours to be negotiated – we would be completely flexible.  
Hours after school drop off and before school pickup are welcomed. Some regularity a pre-requisite.  
Office location is in Georges Heights near Mosman. Parking is readily available and some public transport is within easy reach.

## Further Information and applications

Please write to [info@seebeyondborders.org](mailto:info@seebeyondborders.org) including your resume and any questions you might have. Please place "Web Content Role" in the Subject line

<b>SKILL</b>	<b>SCORE</b>	<b>COMMENT</b>
<b>Web content management</b>	<input type="text"/>	
<b>IT Skills</b>		
-HTML	<input type="text"/>	
-HTML compiler	<input type="text"/>	
-MS Office	<input type="text"/>	
-Mac	<input type="text"/>	
- Photo management eg Photoshop	<input type="text"/>	
-Other	<input type="text"/>	
<b>Social networking</b>	<input type="text"/>	
<b>Design</b>	<input type="text"/>	
<b>Written skills</b>	<input type="text"/>	
<b>Can Travel</b>	<input type="text"/>	
<b>Self starter</b>	<input type="text"/>	
<b>Outgoing</b>	<input type="text"/>	
<b>Overall score</b>	<input type="text"/>	
<b>Final Comments</b>	Hours	Travel