



## Website Specialist Position Description

**Position Title: Website Specialist**

**Reports to: Director of Marketing & Communications**

**Position Summary:** Responsible for posting information on the Club's front and backend systems (e.g., events, updated website content, etc.). Works directly with website provider on updates to website functions and works with other departments as needed to update website content.

**Essential Functions:**

- Update website content
- Add event information on backend system
- Works with website provider to update modules
- Assists other departments as needed
- Performs all other duties as assigned

**Qualifications and Skills:**

**Education:** A bachelor's degree. Basic computer education.

**Experience:** Minimum of one year experience in data entry

**Additional Skills:**

- Basic computer skills (Microsoft Office)
- A basic understanding of website editing
- Good communication skills (both in person and writing)
- Good team player
- Does well under pressure
- Can meet deadlines and fast turnaround times