

Volunteer Job Description
U. S. Green Building Council, Southwest Virginia Chapter
Based in Roanoke, Virginia

Volunteer Position Title: Website Content Manager

Chapter Vision, Mission, and Aim:

Our vision: Southwest Virginia is a sustainable environment where people are prosperous, healthy, socially responsible, and harmonious with nature thus assuring the same for future generations. Our mission is to promote sustainable practices for the built environment through education and leadership in our community. The Chapter produces the following related to green building design, construction, and operations: educational and outreach programs, advocacy, and partnerships with other organizations. Our website is the main communications portal for a range of tasks related to these aims. For more information: see www.usgbcswva.org

Job Description:

In addition to writing, editing, and proofreading site content, works closely with the technical team to maintain site standards with regard to new development.

Approximate Hours Per Month: 2-5 weekly plus occasional project specific content development

Commitment Timeframe: 13 months December (or starting month) – December (or last month). The first/last month is an 'overlap' month between outgoing and incoming Content Manager reserved for training, skills development and coordination/oversight. New Content Manager takes over 100% beginning January (or second month). (Content Manager transitions into Global Manager position in the second year).

Desired Qualifications:

- Experience with website development and management, including WYSIWYG, HTML ideally
- Excellent oral and written communication skills (particularly for RSS Feed protocols)
- Strong graphics skills and familiarity with dominant Graphics software (Adobe, etc)
- Strong organizational skills
- Ability to manage deadlines
- Member of Chapter or willing and able to join Chapter (fee of 65.00/year)
- Commitment to the Chapter's vision and mission.

Specific Responsibilities:

- Uploads events, promotions, current events, documents and other information to website
- Crafts chapter promotions and online outreach campaigns
- Assesses submissions for inclusion in website or chapter communications
- Crafts and sends out weekly or bi-weekly Chapter Updates, Events and Quarterly Newsletter Announcements via RSS Feed
- Coordinates with Database Manager to maintain valid Contact list and groups
- Learns Global Management techniques
- Participate in monthly Communications Committee meetings and collaborate with other Committee members to set policy and standards regarding the website.

Positions Reports to: Chair of the Communications Committee

To apply for this volunteer opportunity, Contact: Monica Rokicki-Guajardo, Chair, Communications Committee
mrokicki@balzer.cc or communications@usgbcswva.org