

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

Volunteer Position Title: Website Global 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:

Responsible for overall site functionality, simple troubleshooting, monthly maintenance and yearly overview/cleanup; monthly overview and report to the committee; trains incoming Global Manager.

Approximate Hours Per Month: 3-4 plus a yearly 6-8 hour update task in November

Commitment Timeframe: 13 months December (or starting month) – December (or last month). The first/last month is an ‘overlap’ month between outgoing and incoming Global Manager reserved for training, skills development and coordination/oversight. New Global 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
- Good oral and written communication skills
- 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:

- Maintain web content currency & remove outdated items
- Troubleshoot website problems with other committee members; consult with website consultant as required
- Oversight of Calendar of Events
- Maintain publically accessible archive of all Chapter Newsletters and current Board information
- 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