

vets beyond borders

Position Type	Website Content Manager
Duration	12 Months
Responsible to	VBB Communications Sub-Committee and VBB Board
Main Role	Manage the VBB website and it's content
Key Task, Duties and Responsibilities	<ol style="list-style-type: none"> 1. web content management, writing and editing for the web, graphic design and site management. 2. technical assistance for e-fundraising campaigns, assisting in the planning and development of new web and e-communications projects, researching new web technologies 3. Manage the web publishing process, maintaining an overall message consistency; including updating content, creating graphic and written collateral 4. Prioritizing the information on the site, organizing and formatting content in response to current issues for example highlighting a VBB focus area 5. Evaluate web statistics, seek external reviews and implement strategies to improve VBB online search engine ranking 6. General web administrative support includes managing the organizations email accounts 7. Report to the VBB Communications subcommittee and the VBB board with recommendations to keep VBB online an effective communications tool for the organization.
Time Commitment	Average weekly time commitment: - 5 - 8 hrs per week, + 4 hours when there is a Vbulletin due
Equipment Needed	Access to a computer and internet
Skills or experience required	<ol style="list-style-type: none"> 1. financial member of VBB 2. skills in web content management, writing and editing for the web, graphic design and site management 3. knowledge of HTML, CSS, SEO and experience using Drupal content management system. 4. understanding of and interest in vbb's activities
Apply to	Please email your application letter and resume to volunteerpositions@vetsbeyondborders.org .