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***Website Manager - Position Description***

***Minnesota Association of Healthcare Volunteer’s mission is to provide members with opportunities to share ideas, develop leadership skills, and promote volunteer services that support Minnesota’s health care facilities.***

***Minnesota Association of Healthcare Volunteers vision is to be the premier leader, partner, and resource for healthcare volunteers and auxilians.***

**The Website Manager is responsible for keeping the Minnesota Association of Healthcare Volunteers website and social media sites current and active.**

**Term**

The WEB Manager is appointed by the current President to serve under his/her direction.

**Responsibilities**

* Keep all information up to date on the website on a daily or at least weekly basis
* Maintain and update documents residing on the website
* Promote use of the website
* Work closely with a web consultant as needed

**Expenses**

Expenses will be reimbursed consistent with the current Standing Rules

**Qualifications**

* Knowledge of and commitment to the mission and vision of the organization
* Written and oral communication skill
* Advanced knowledge of computers and website development and administration
* Technology expertise (e-mail, document preparation, social media)
* Have an active internet connection

**Benefits**

* Satisfaction that comes with service
* Opportunities for personal growth and development

**Time Commitment**

Monthly/Ongoing

* Work closely with the Leadership Board and Committees to collect current information for the website.
* Keep the website updated with all information received from the Board and Districts