

Intergroup Web Person Job Description (Draft 2/3/22)

- Duties:
 - Maintains website www.acamontereybay.org
 - [Note: New types of content, host changes, and expenditures are subject to Intergroup discussion and approval]
 - Leads and manages website projects including ongoing enhancements
 - Acts as liaison to hosting company (Bluehost)
 - Ensures accuracy and consistency of web site material
 - Routine changes: posts agendas, minutes, event flyers, workshop documents or presentations, updates meeting information as requested
 - Keeps records of changes to website
 - Works with IG treasurer to ensure sure subscribed services are paid up-to-date
 - Runs web committee meetings as needed
 - Attends Intergroup meetings and reports activities and website statistics to Intergroup
 - 1 year commitment
 - Assists with orientation of committee members and next person in this position
- Desired experience / knowledge: 2 years experience with Wordpress or other web content management system desirable/preferred