**Position Description**

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| **Role** | **Website Manager** |
| Organisation | Hunter Organic Growers Society |
| Position Type | Volunteer |
| Grouping | Non Committee: Media Team |
| Expected Hours | 1 -2 hours per week, plus a 1 hour monthly committee meeting (optional) |
| **Organisation Description** | The Hunter Organic Growers Society is a not for profit community organisation run by volunteers in the Hunter Valley region.  ​  We have been consistently promoting, providing education and building community around sustainable growing since 1979 - that's over 40 years!  ​  Making connections is central to a strong community. We bring passionate growers and newbie green thumbs together, to share ideas about how we can create positive change and learn from each other. |
| Job Overview | You will be responsible for managing all aspects of the organisations website. This includes;   * Website updates, ensuring all content remains up to date and relevant. * List ticketed events, set and manage automated email communications for events. * Manage the membership, committee nomination and other interactive forms as required * Provide support to the newsletter editor, treasurer, and membership secretary, with regards to utilising the WIX web hosting system for their roles. * Ensure the organisations website functions as a high-quality communication tool to connect with our community and membership, and process memberships. * Use your initiative to create additional content where required to support the organisations aims. |
| Reporting | Reports to the Executive Committee |
| Skills & Training | * You will be a confident computer user and have willingness and ability to learn new programs effectively. * Previous experience in using the WIX platform or other webhosting platforms desired, but not required. * Ability to commit to a monthly deadline for updates. * No previous experience required in a similar role, but desired. * Full training and mentoring will be available from the outgoing Website Manager, plus a range of support material supplied. * A smile on your face, a team player, and willingness to learn and develop your skills! |
| Benefits | * Free household membership to the Hunter Organic Growers Society * Free ‘Thank you’ lunch at the end of your term * Excellent free training opportunity to learn new skills that are transferrable to employment or studies. * Joining the tribe and making new friends * That great feeling knowing you have contributed to helping more people learn and engage with organic growing and a sustainable lifestyle. |
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