



Volunteer Job Description

Job Title:	WordPress Web Editor/Designer
Department:	Marketing & Communication
Location:	Work remotely
Time Required:	5-10 hours/week

Job Description

Position overview:

The WordPress/Web Editor to maintain, revise and update the Asante Africa Foundation WordPress website and improve its mechanics in a way that will support our mission and goals.

Duties and Responsibilities include, but not limited to:

- Update images and content (provided usually once or twice a month) as needed
- Add volunteer opportunities to page as needed
- Update homepage image and homepage “latest news” tiles on a monthly basis
- Update staff pages as new people come and go
- Attend weekly, or bi-weekly meetings
- Maintain keywords, and SEO on each landing page and image
- Create new landing pages as needed (events, or campaigns)

Qualifications:

- Recent experience with proficiency with WordPress.
- Proven HTML/CSS ability. Experience with Javascript a plus.
- IT degree or real-world website development experience.
- A critical thinker with the ability to follow directions and work independently and on a team.
- Ability to multitask and meet deadlines.
- Must submit portfolio/samples of web development work.



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ASANTE VOLUNTEER POSITION NOTES:

To be successful as a member of the Asante Africa Foundation team, you will also:

Have a passion for our mission and a strong desire to impact an up-and-coming non-profit organization.

Be an innovative and creative thinker - you are not afraid to try something new and inspire others to do so.

Have a very high level of personal and professional integrity and trustworthiness.

Have a strong work ethic, take initiative, and require minimal direction.

Work well independently as well as part of a team.

Thrive in a fast-paced and fun environment.

Benefits:

Directly impact Asante Africa's efforts to fund education-related projects that enhance knowledge, skills, and opportunities for hundreds of children in East Africa.

Be part of a highly-motivated nonprofit organization run entirely by volunteers.

Gain insight into the day-to-day operations of a nimble, results-orientated, high-growth nonprofit organization.

Have the opportunity to see your ideas and contributions implemented.

Build your resume and gain references for future employment opportunities.

Compensation:

This is an unpaid, volunteer position.

The position is part-time with an expectation of 5 - 10 hours of work per week.

Owner:

Soumya
Radhakrishnan

Date:

April 20, 2018