



Title: Website Editor

Position Type: Volunteer position

Reports to: Director of Marketing

Contact: Send questions to paulina.ponce@hopestrong.org

Duties and Responsibilities:

- Develop, edit and maintain the HoPe Website
- Consistently edit content to reflect organizations programming priorities
- Maintain correct and current information on the website
- Implement best practices for writing, designing, and delivering content on the website
- Create monthly reports on website metrics
- Respond to all website inquiries, answering emails when appropriate or getting them to appropriate team members.
- Contribute to the HoPe communications strategy as requested
- Be an advocate and believer in HoPe's brand (colors, voice, strategy, etc.)
- Partake in monthly meetings with Director of Marketing
- Partake in meetings with Marketing Team as needed
- Implement additional projects and tasks as assigned by the Director of Marketing

Qualifications:

- College student or young professional
- Strong commitment to HoPe's mission and values
- Demonstrated interest/experience in the Website Design, Digital Media/Marketing, and Information Systems
- Outstanding written and verbal communication skills in English required
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Excellent time management skills, work effectively in teams, excellent organizational skills, ethical and moral character, strong leadership skills
- Proficiency in Wix, Google Drive (including Docs, Sheets, and Calendar), Slack, and Canva
- Must be willing to commit for the whole 2021-2022 academic year

Time Commitment: 5-7 hours per week

**We are open to working with academic institutions for this position to count as internship credit. Please indicate in your application if you are interested in pursuing this.*