



Web Manager - Job Description

Compensation: Part-Time (\$1200 annually/ \$100/month)

Reports to: Executive Director

Position Summary:

The Web Manager is responsible for maintaining and improving the MI-RAMP website to support youth tutoring services, donor engagement, and community outreach. This role ensures the website is accurate, accessible and updated frequently with program information, calendars, and donation opportunities.

Key Responsibilities:

1. Website Management & Maintenance

- Maintain overall website functionality and performance
- Update website content regularly including tutoring program updates, announcements, donors/contributor and news
- Ensure website is mobile-friendly and accessible
- Monitor website uptime and troubleshoot technical issues

2. Content Updates

- Post and update tutoring schedules, events and calendar items
- Update background information about cohorts, programs, mission and impact stories/testimonials
- Upload photos, videos, job descriptions, annual reports and organizational chart
- Coordinate with the Executive Director to gather current and accurate information

Qualifications:

- Experience managing or maintaining websites (GoDaddy).
- Strong attention to detail and organization skills
- Ability to meet deadlines and manage frequent updates
- Attend regularly scheduled board meetings

Key Skills:

- Communication and collaboration
- Problem solving and trouble shooting
- Time Management
- Content organization

Work Environment:

This is a role that involves remote work, Zoom meetings, in-person events as needed, flexible hours and occasional coordination with program or fundraising events (silent auction, anniversary picnic).