

## American Spaniel Club Website Coordinator Job Description

The American Spaniel Club Website Coordinator maintains and updates the club website, keeps content accurate and timely, and works with members and committees to support communication, events, and online resources.

Success in this role requires the ability to listen actively, remain objective, and work collaboratively across a diverse group of stakeholders, including the ASC board, show committees, and ASC members.

### Key Responsibilities

- Maintain and update ASC website content using WordPress.
- Coordinate with ASC committees and members to post accurate, timely information.
- Collect, edit, and organize website content from contributors.
- Create clear, engaging content for club members and the public.
- Respond promptly to website-related questions and requests.
- Monitor website needs and take initiative to improve content and usability.
- Provide updates on website activity and progress as needed.
- Draft an annual report on the year's website activities.
- Track website updates and help keep online information current.
- Serve as the club's main contact for website content updates.

### Qualifications

- Strong writing, editing, and communication skills.
- Comfort with learning and using WordPress or similar website tools.
- Experience preparing, posting, or managing website content.
- Ability to attend ASC board or committee meetings as needed.