

# Website Content Team Job Description - DRAFT

## Pacific Yearly Meeting Communications Committee

*10/11/17, 2/8/2018: The Website Redesign Working Group feels [this] job description [is] ready for review by the full Communications Committee and now solicits comments from that body. After review, a final version will be prepared which the committee should be able to approve.*

**Appointed by: Communications Committee of PYM**

**Reports to: Communications Committee**

### Summary of Position:

---

The PYM Website Content Team comprises volunteers and any regular PYM employees, ideally having three members, and they are appointed or re-appointed yearly following the PYM Annual Session by the Communications Committee. They are responsible for maintaining up-to-date PYM website content and for archiving key documents and information online. They work with the IT Administrator and Communications Committee to ensure that the website functions as a highly effective tool for communication within the Yearly Meeting and also provides relevant information for seekers, newcomers, and Friends outside of PYM.

### Duties & Responsibilities:

---

#### A. Website Content Creation & Maintenance:

- a. Ensure that all content is relevant, current, organized, and accessible to Pacific Yearly Meeting Friends, including Yearly Meeting clerks, officers, representatives, and Friends from local Meetings that are part of PYM. For example:
  - i. Post content such as reports, information, epistles, minutes, events, announcements, and other relevant information in a timely manner
  - ii. Remove obsolete items, re-organize, and archive as needed
  - iii. Update names and contact information for all committee clerks, officers, representatives, and related individuals as needed, at least twice each year (after Annual Session and after Representative Committee)
  - iv. Archive key content online in easily searchable locations
- b. Provide easily accessible information for newcomers and seekers
- c. Provide easily accessible information for Friends from outside PYM
- d. Delegate specific content updating to others as needed

#### B. Collaboration:

# Website Content Team Job Description - DRAFT

- a. Collaborate with the IT Administrator in maintaining a functional and up-to-date PYM website
- b. Collaborate with the Historian-Archivist in making sure key documents are archived in hard copy as well as electronically
- c. Implement instructions received from the Communications Committee and seek clarification as necessary. The Committee may serve as a review panel for material submitted to be posted on the PYM website.
- d. Participate in Communications Committee conference calls and meetings as scheduled

## Qualifications:

---

- Understanding of how PYM is organized and operates
- Familiarity with PYM's Annual Session and Representative Committee
- Able to dedicate the time necessary to respond to communications and requests in a timely manner
- Able to dedicate greater amounts of time at key times in the PYM calendar, e.g., prior to RepCom and Annual Session, post RepCom and Annual Session, etc.
- Comfortable with web technologies
- Good verbal and written communication skills
- Ability to work independently and as a member of a team
- Reliable access to computer and internet