

PAC – Volunteer Website Manager

Position Announcement: Website Manager

Part-time - (14 hours per week)

About the position: We are seeking a dedicated self-starter to work with the CEO of Parent Action Community of Amityville (PAC). We offer a welcoming work environment and the ability to learn and grow in a supportive atmosphere.

About Parent Action Community: As the Website Manager for PAC, you will have an immediate impact on the Amityville and surrounding community with a non-profit organization. Parent Action Community (PAC) was established in 2005 by parents concerned with the behavior and condition of today's youth. We are a fully-accredited 501(c) (3) charity equipping young adults for the responsibility of leadership. PAC's goals are to Equip, Empower, and Educate "At-Risk" Youth and Young Adults between the ages of 13 and 24. We develop their Knowledge, Personal Skills, and Motivation to Reduce Adolescent Pregnancies, High School Dropout Rates, Sexually Transmitted Diseases, including HIV/AIDS, Substance Abuse, Juvenile Delinquencies, and Reduction In Crimes through a Comprehensive, Community-Wide Collaborative Effort to Improve Academic Achievement in order to be Career and College-prepared.

Our Volunteers have a unique opportunity to gain valuable nonprofit experience, cultivate your interests in social equality, strengthen your understanding of a fast-paced campaign organization, and gain critical organization skills and experience.

PAC's reputation of providing services to the Amityville and surrounding community has grown over the last 10 years. We are looking to expand the organization and programs in the future. The role of website manager is to support the organization by maintaining the website which is an integral part of the fundraising process for the organization.

The Website manager will be responsible for the following:

- Maintaining the website for PAC
- Managing the donor and event software (donor perfect)
- supporting the volunteers who use the programs
 - Train staff to use the Donor Perfect
 - Train staff to enter data into Donor software
 - Train staff to load pictures and update campaigns
 - Train Staff to manage the event software suite of Donor Perfect
 - Train staff to run reports
 - Integrate software to accounting system when needed
 - Update Instagram account
 - Update Facebook
 - Create a training manual
 - Prepare and coordinate other IT activities as required by the CEO
 - Ensure all printers and network are functioning

Qualifications:

- Demonstrated commitment to Youth and Community projects;
- Excellent IT software skills;
- Knowledge of Donor Perfect.
- Good organizational skills, attention to detail, professional demeanor and the ability to juggle several tasks while meeting deadlines;
- Experience or interest in non-profits an advantage;