

The Website Manager will work closely with the President and the VP of Communications to maintain the LTA Foundation website and store.

We are looking for one person to serve in this role.

Time Commitment and Term:

- Approximately 5-10 hours per month
- One consecutive year (2026-2027), beginning January 15, 2026, and ending January 14, 2027, and eligible to be renewed for an additional term.

Roles and Responsibilities:

His/her main duties may include:

- Reporting to VP of Communications as they assist in website maintenance.
- Develop and execute any design upgrades for our interactive website.
- Meet with other communication committee members in order to provide feedback on any design elements, strategize and implement changes to reflect on the website.
- Research and update any needed tools for website expansion.
- Willingness and proactiveness to learn and do external research to expand one's skills and tools to build and improve the website.
- Meet strict deadlines, comfortable working independently and with supervision.
- Use programs such as GoDaddy, Wix or custom code such as HTML5, CSS or Javascript to maintain site needs and execute design upgrades.

Position Skills and Qualifications:

- Enthusiasm for the mission of the Foundation.
- Ability to network with external stakeholders.
- Attention to detail.
- Strong interpersonal skills.
- Collaborative and dedicated to team efforts.

When Applying

Please submit 2-3 supporting documents, not limited to: accounts you have managed, design, video and/or written examples to exemplify any previous communications experience.

Financial Contribution

Members of committees and assistants are expected to make a personal, meaningful financial contribution of at least \$50 upon acceptance of their position. Committee members and assistants are also expected to give an additional \$50, during each term year, for a total contribution of \$100, by the end of each term year.