

# **CORKERY COMMUNITY ASSOCIATION**

## ***Position—Website Manager & Developer***

### **Duties and Responsibilities**

Under the general direction of the CCA Board of Directors, the Website Manager is responsible for maintaining a current, interesting Website reflecting the work done by the CCA Board and volunteers. To inform and educate local residents on upcoming social events, sports registrations and news in general. Duties associated with this position include, but are not limited to:

- posts to CCA website approved material provided by CCA Board
- ensures website reflects the Corporate image of CCA
- ensures that the underlying web technology is up to date
- uses new technology to improved the accessibility of information for the community

### **Knowledge and abilities**

- basic knowledge of website creation and design
- web publishing ability and software desirable

### **Commitment**

Able to update website information in a timely manner  
Able to attend CCA monthly meetings frequently