

Website and Technical Support Team

One or several IT volunteer(s), working primarily from the main office, provide(s) vital assistance with web page management, technical support and troubleshooting, which allows the Nature Trust to remain operational and in touch with remote stakeholders and the general public.

Role Description

The volunteer(s) will help with some aspect of:

- Developing familiarity with Nature Trust web page and stay current on developments within the organization.
- Prompting staff and volunteers to submit materials, articles and updates to be posted.
- Reviewing (With Staff) materials and deciding what should be posted, and when.
- Providing updates to the Nature Trust website regarding new campaigns, new staff biographies, NSNT in the News , etc.
- Liaising regularly with Office Coordinator and Board Member in charge of IT to ensure website information is dealt with effectively and efforts are not duplicated.
- Working on an as needed basis to fix computer or network glitches for office staff or volunteers
- The volunteer will deal with website content and not be required to change the overall format or structure of the website

Qualifications/ Skills Required

- An understanding of the Nature Trust s work and public image.
- Knowledge of the website s design and content.
- Experience working with internet software, and networked systems.
- Experience with computer troubleshooting.
- Orientation and basic training provided.

Time Commitment

Depending on the volunteer s specific tasks, the time commitment may be minimal or on an as needed basis. For general upkeep, volunteer should reserve 2-5 hours per week. These positions will be tailored to the experience, strengths and knowledge of the volunteers.
