

## **Volunteer Role Description**

### **WEB / WEEKLY UPDATE CONTENT UPDATER**

#### **UUCPA Mission Statement:**

We gather,  
our different paths entwined,  
to deepen our spiritual lives:  
nourishing connection,  
learning from each other,  
caring for each other,  
tending to our world.

#### **Goals of this position:**

Help keep [www.uucpa.org](http://www.uucpa.org), a WordPress site, up to date. It is our “front door” for everyone from newcomers (who usually read up on us at the website before their first visit) to longtime members (who receive the Weekly Update that is pulled directly from the website) to staff (who use it frequently to set schedules).

#### **Time requirements:**

From two hours a month to several a week. Multiple team members can take on tasks on their own time and from home, and work as much or as little as their schedules allow. Term of involvement is likewise up to you.

#### **Reports to:**

Heather Chen, web manager and Board member for Communications.

#### **Responsibilities:**

Any or all of the following; most important are listed first

Receive publicity requests and add the items to UUCPA webpage appropriately (posts, pages, events)

Contact activity leaders periodically to update their information as needed

Choose copyright-free images to accompany content

Design graphics (we have a Canva account)

Improve SEO

Coordinate with social media

Coordinate with Worship Tech team to display upcoming events before the service begins

#### **Knowledge, Skills, and Abilities:**

Most important are listed first

Familiarity with WordPress OR a wish to learn. *No knowledge of coding is needed.*

Good communication so that the various team members coordinate efforts.

Attention to detail.

Enjoy working on own, balancing initiative and coordination with web manager.

Love of UUCPA.

Optional:

Design and/or editing skills.

Familiarity with Canva (user-friendly platform for creating attractive graphics) OR a wish to learn.

**Benefits:**

Can work from home or any other location with a computer and internet connection

Hours flexible

No meetings

Opportunity to expand knowledge of WordPress, Canva

Satisfaction of creating a thriving community at UUCPA.

**If you are interested in this volunteer position, contact:** Heather Chen,  
[webmanager@uucpa.org](mailto:webmanager@uucpa.org)