



- Position Title:** Online Calendar Posting Volunteer
- Work Location:** Sitka Center for Art and Ecology, 56605 Sitka Drive, Otis, OR 97368
We're located in the pristine area of Cascade Head just north of Lincoln City.
- Purpose of the Position:** Spread the word about Sitka by posting our events and workshops in online calendars throughout the workshop season. Be part of making our events and workshops a success by drawing wonderful people to take part in the fun.
- Responsibilities:** We'll work together to establish a handful of key online calendars to keep updated with our workshop and event offerings. We'll give you the information and you get to input it in the online calendar section of the website. You can choose to do this in our office or in a more convenient location since internet access is all that is required.
- Qualifications:** Knowledge of, or desire to learn, posting data in online calendars.
- Commitment Expected:** Approximately 1-2 hours per week. Late May to the end of September.
- Training:** We will train you on entering data in online calendars.
- Physical Requirement:** You'll be sitting in a chair, using computer keyboard.
- Sitka Volunteer Contact:** If this position tickles your fancy, please contact Jalene Case at (541) 994-5485 or email jalene@sitkacenter.org.
- To learn more about us, please visit www.sitkacenter.org.

Thank you for your interest in the Sitka Center for Art and Ecology!