



- Position Title:** Website Volunteer (Basic and Advanced Positions Available)
- 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:** If you've wondered how websites work and would like to learn, this is an excellent position for you. Be part of keeping our website up-to-date and visually fascinating. The person in this position gets to keep an eye on the website, alert us to out-of-date information, and make the updates on the website. We would work together to decide what needs to go on the website in regards to text and images and then you would get to make the updates on the website.
- Responsibilities:** Monitor website for needed updates. Communicate website needs to us and then, coordinate with us to decide the text and images to go on the website. Make the updates on the website.
- Qualifications:** Knowledge of, or desire to learn, the Mac platform and HTML code.
(Advanced Position: Lasso/Filemaker programming Javascript.)
- Commitment Expected:** Approximately 16 hours per month year-round.
(Advanced Position: 30 hours per month.)
- Training:** We will train you on the Mac platform, HTML code, and image manipulation in Photoshop.
- 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 jalenecase@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!