

ILLINOIS STATE CLUB OF SUN CITY WEST  
WEB SITE MANAGER JOB DESCRIPTION

1. The Web Site Chair will oversee the content presented on the Club's website.
2. The Web Site Chair is responsible for creating, editing, posting, updating and occasionally cleaning up outdated content.
3. The main responsibility is to keep the information displayed on the website fresh, informative, and appealing.
4. The Club's content strategy is to create, write and manage content to be a voice for our Club.
5. Requires creativity, leadership skills and writing ability to produce and publish good content.
6. The Web Site Chair will assist to increase membership by using the Web Site as a tool to inform our members and community of the Illinois State Club of Sun City West.

March 14, 2019