



ILLINOIS STATE CLUB OF SUN CITY WEST

Website Manager Job Description

1. A Club Website Manager is someone who oversees the content presented on their club's website.
2. The Website Chair is responsible for creating, editing, posting, updating, and occasionally cleaning up outdated content.
3. The main responsibility of the content manager 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 Website Chair will assist to increase membership by using the Website as a tool to inform our members and community of the Illinois State Club of Sun City West.