



Under the Willow Tree Rescue Inc.

Website Coordinator

Voluntary based role available with Under the Willow Tree Rescue!

Want to help a rescue from your computer/home? We're looking for a Website Coordinator to help keep our website updated and fresh! If you have web experience, or are looking to get experience and you want to help animals in need then this might be for you! The aim of the Website Coordinator is to maintain a strong, well-presented website for the organisation.

Details:

- Regular updating of the organisation's webpage, along with other supporters, check over our content on our website including our Adoption Profiles, Photos, Blog Posts, Events, Volunteering Ads, Care Guides and Forever Fosters Information and update or upload any items as required.
- Check each page for the overall health and functions of the website to ensure it is all running smoothly.
- Help make any necessary changes, approaching our web developers for any assistance.
- Ensuring the organisation's Domain Name and Wix account are consistently in date.
- Assisting any member of the organisation with any relevant duties that the organisation or committee requires.

Requirements:

- Access to the Internet, Outlook, Google Drive and Canva.
- Regular communication if you need any support.

Estimated Time Per Week:

- 1-2 hours per week

Benefits of Volunteering:

- Constant support throughout!
- No prior experience needed!
- Ability to join our Committee and have your say on the way the rescue is run!
- Great rescue culture, where we all support each other!

Under the Willow Tree Rescue Inc.

Safety and Sanctuary for Rabbits, Guinea Pigs, Birds and other Exotic Animals
Perth, WA

ABN: 64931252690

Charity Collection Licence: CC23711

Website - underthewillowtreerescue.com

Email - underthewillowtreerescue@outlook.com

