WEBSITE MANAGER

Position Overview

Responsible for updating and maintaining the TVMC website.

Background

The Texas Volunteer Management Conference (TVMC) is the leading educational event for current and emerging volunteer management professionals in Texas and neighboring states. Since 1991, this annual conference has provided an opportunity to learn from content experts, thought leaders, and seasoned practitioners who are outstanding in their fields. The TVMC is planned and executed by professionals from organizations that are leaders in the field of volunteer engagement.

TVMC was hosted virtually in 2021 and 2022. The virtual audience doubled the size of the conference from 2019's audience of 223 to a sold out audience of 500. The conference for 2023 was paused to reflect on the past and strategically plan for how to best support the growth of the conference.

The Host Agencies, which include VolunteerNow, DOVIA of Tarrant County, and DADV, are excited to relaunch TVMC in person with hybrid components in 2024.

Responsibilities & Oversight
- Maintaining the integrity of the conference website design
- Ensuring the site is operating accurately
- Monitoring online traffic and/or conversations
- Partnering with the various Leadership Team members on content creation and posting
- Assist Communications Chair
- Participate and follow through with Communications Team meetings and assignment
- Pay any conference fee approved by Leadership Team
- Attend the TVMC

Qualifications

o Experience developing and maintaining websites
o Experience In web content creation
o Excellent writing skills
o Availability to quickly respond to website issues

Reports To: Communications Chair

Length of Term: minimum of one year

Time Commitment: 5 hours a month, with increased time of 15-20 hours/month as the event gets closer

Voting Status: non-voting member

Benefits: Support and advance volunteer management professionals and the profession in Texas. Participation in planning and experience in committee coordination and management. Build experience in web site management and content creation.

Web Manager Tasks

This serves as an overview of the tasks which require attention from the Web Manager. This list is a guideline and additional duties might be added to ensure the success of the conference.

- Monitor online traffic and/or conversations
- Partner with the following TVMC Chairs on content:
    - Program Chair on speaker content
    - Facilities Chair on venue content
    - Hospitality Chair on networking reception content
    - Conference Vice-Chair on sponsorship content
- Assist Communications Chair
- Attend TVMC and assist with set-up, execution, and clean-up of the event.