



777 S. Highway 92, Sierra Vista, AZ 85635
Sierra Vista, AZ 85635-4328

Job Description: Webmaster

Purpose: To update and maintain the church website and Facebook page.

Department: Church Operations

Term of Service: One year two years open ended

Brief Description of Job/Position:

- Maintain the church website:
 - Weekly – May include updating event announcements and Sabbath School topics, uploading bulletin, and uploading sermon and children’s story video(s).
 - Monthly – May include updating event announcements and uploading church bimonthly newsletter.
 - Quarterly – May include updating Sabbath School study theme.
 - Yearly – May include updating archived bulletins page and creating new sermon and children’s story videos pages.
 - As Needed – May include creating webpages for special events, creating forms for special events, updating calendar page, updating ministry contract information, and updating any other website content approved by the church.
- Maintaining church members’ access to the website, including providing appropriate access to church members who are approved to maintain their own content on the website.
- Maintain the church Facebook page.
 - Post a link to the weekly sermon video.
 - Post special events.
- Assist with Instant Church Directory, as needed.
- Other duties as assigned.

Skillset Needed:

- Knowledge and experience in webpage design and maintenance that uses a content-based management system (very little technical knowledge needed).
- Knowledge and experience with Facebook pages.
- Attention to detail.
- Ability to meet deadlines.

Annual Budget: The annual budget is managed by the Treasurer with input from the department heads, Finance Committee, and the Church Board, with final approval by the Church Body in a business meeting.

Committee/Board Obligations: Church Board

Reporting To: Pastor, Church Board

Church Board Approval: August 8, 2024