



WALLA WALLA VALLEY

# Disability Network

Job Title: Web Manager / Program Assistant  
Reports to: Executive Director  
Work Hours: 15-20 hours per week, flexible  
Starting Pay Range: \$18-20 per hour

**JOB SUMMARY:** Maintain, update, and add content to existing [wwvdn.org](http://wwvdn.org) website; manage and produce content for WWVDN social media pages; create monthly electronic newsletter and weekly updates and send to subscribers; work closely with Spanish speaking staff to insure translated materials are shared with Spanish speaking population; provide assistance to SOAR (Social Opportunities and Recreation) Director at weekly SOAR events; assist during weeklong WWVDN Summer Camp; and provide program and/or office assistance to WWVDN staff members as needed.

## **DUTIES AND RESPONSIBILITIES:**

- Maintain and produce content for the current web pages at [wwvdn.org](http://wwvdn.org)
- Research new resources and include them on website where appropriate
- Write blog entries in collaboration with program directors and display on website and in newsletters
- Maintain website Calendar of Events and manage registrations for WWVDN and Parent to Parent events
- Produce a monthly newsletter to be disseminated through the email module of the website, including soliciting a family story each month
- Utilize the website's email module to send weekly updates about events, information, or opportunities to individuals and families involved with WWVDN
- Maintain and update database for emails
- Provide analytics reports regarding [wwvdn.org](http://wwvdn.org) and email as needed
- Write and post appropriate content highlighting upcoming events or opportunities presented by WWVDN programs (Parent to Parent, SOAR, Informing Families, etc) on WWVDN social media accounts
- Assist with additional tasks and projects, as assigned



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## **WORKING ENVIRONMENT/PHYSICAL ABILITIES:**

The working environment includes activities in multiple and varied venues. Physical abilities required for this position are ones typically related to office and field operations; sitting, standing, bending, reaching, and lifting between 20-40 lbs. Manual dexterity and visual acuity to operate computers, other office equipment, accessing file cabinets, and sufficient hearing and speech ability to communicate successfully.

## **KNOWLEDGE AND ABILITIES:**

- Possess sufficient computer skills to learn web content management, database, and email software currently used (Firespring).
- Possess computer skills in Microsoft Office programs: Word, Excel, Publisher, and PowerPoint and Google products: Docs, Sheets, Slides.
- Maintain a high degree of confidentiality and professionalism.
- Organized in time management, maintenance of records and procedures.
- Possess basic knowledge of local and state support systems for the developmental disabilities population.
- Ability to effectively work independently focused on assigned priorities.
- Ability to work cooperatively with groups.

## **QUALIFICATIONS:**

- High school diploma.
- Experience with website content management or comparable computer skills.
- Ability to work with individuals with developmental disabilities.
- Have and maintain a working knowledge and adherence to all applicable laws, policies, procedures, and regulations.

## **OTHER QUALIFICATIONS:**

Must be able to pass background check and/or requested drug test and become CPR and First Aid certified upon hire.

**LANGUAGE SKILLS:** Speak, read and write English. Bilingual in Spanish is desired but not necessary.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**

Walla Walla Valley Disability Network PO Box 1918, Walla Walla, WA 99362

Executive Director, Shamra Baez #(509)255-3779

[www.wvwdn.org](http://www.wvwdn.org)

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