

Website Updater

If you are the computer geeky type, and are organized enough to update our website at the drop of a pin, this job is for you — and we all will be forever indebted! Oh yes, attention to accuracy and nice design is important too ☺

Dates and Times Needed:

- At end of summer and beginning of year organize and upload information
- Receive information for weekly updates from Office Administrator and staff
- Availability to update site as needed throughout school year.

Requirement:

- Reliable internet connection
- Attention to detail

Description:

- Work directly with Office Administrator and Chandon to update site
- Suggest creative and functional improvements of website