

# Website Administrator

## **ABOUT THE ORGANIZATION**

The National Law Center on Homelessness & Poverty (the Law Center) is the only national organization dedicated solely to using the power of the law to prevent and end homelessness. Our attorneys fight for society's most vulnerable members in courtrooms and the halls of legislatures. Through impact litigation, policy advocacy, and public education, the Law Center addresses the root causes of homelessness at the local, state, and national levels.

## **ABOUT THE OPPORTUNITY**

The Law Center is seeking a volunteer Website Administrator to support major overhauls to our website and to make ongoing updates. The Law Center's website is hosted through WordPress. Previous volunteer or professional experience with WordPress is needed, including the following applications and plug-ins: Twitter; Instagram; Facebook; Avada; Fusion Builder; Flipboxes; Slider Revolution; US MAP; The Events Calendar; Yoast SEO; Monster Insights and Google Analytics

## **ACTIVITIES**

The on-going activities include making weekly updates to key pages, including updating text and images, uploading media, and creating blog posts; and weekly project status meetings with the Director of Development & Communications

Other anticipated activities include, but are not limited to:

- Provide weekly updates to time-sensitive pages, including but not limited to our Events pages and our COVID-19 resources.
- Identify issues with the overall website by troubleshooting various pages and locating html or script errors.
- Create and update additional pages with more complex content, based on needs from the Law Center and the administrator's own assessments.

## Details at a glance

- Virtual Opportunity

## How to Apply

[hr@nlchp.org](mailto:hr@nlchp.org)

<https://nlchp.org/>

### APPLICATION PROCEDURE

Send cover letter, resume, and website sample. [HR@nlchp.org](mailto:HR@nlchp.org) with “Website Administrator (Your Name)” in the subject line. **No phone calls, please.**

The Law Center is an equal opportunity and affirmative action employer. Racial, ethnic, religious, and sexual minorities and persons with disabilities are encouraged to apply.

### STIPEND POSSIBLE

The Law Center seeks an volunteer Web-site Administrator, who will receive a tax deduction for the value of their goods and services. The Law Center may be able to provide a small weekly stipend, If providing volunteer services is not a feasible option. The weekly stipend is negotiable based on experience.

### LOCATION

This opportunity is entirely remote from anywhere within the United States. The Website Administrator must provide proof of a secure internet connection and currently installed internet security software on their workstation. This work cannot be performed using public or open computers or connections.

[Read less about how to apply](#)