**Assistant Webmaster**

This position does **not** require knowledge of HTML or other website development technologies. The SCH website is hosted by a company that provides a point-and-click, drag-and-drop interface for creating and modifying web pages. There is a menu of tools that allows you to easily add new pages, sections of text, pictures, file download links, etc. The Webmaster will provide training to the Assistant Webmaster in using this interface and is available to assist and answer questions as needed.

For much of the year, only occasional, small updates need to be made to the website. There are two busier times, immediately following the release of a new Fall or Spring Bulletin, when the new season’s hike information is copied to the website. This is mostly “copy and paste”, with some tweaking for column alignment, etc. The Webmaster and Assistant Webmaster share this work to make the information available to the membership in a timely manner.