Friends of the Oakland Public Library

Volunteer Web Designer (July 2014)

The Friends of the Oakland Public Library (FOPL) is a 501 (c) (3) nonprofit organization dedicated to supporting the Oakland Public Library (OPL). A volunteer board of directors oversees its main activities: operating a used bookstore and promoting a membership program. These activities result in grants to the OPL totaling over $100,000 each year.

**Job Description:**

An experienced Web Designer who is willing to volunteer his/her time to improve the website for Friends of the Oakland Public Library (FOPL) and its bookstore, The Bookmark.

Skills Needed/ Experience:

* Experience working for a non-profit organization and volunteers is desired.
* Knowledge and ability to address initial list of tasks\*

Responsibilities:

* Works with a designated FOPL contact to conceive, plan, execute, and refine FOPL’s online communications programs including site maintenance, backup and web design/usability.
* Edit/add content to existing websites and/or create tools for other volunteers to do so.
* Communicate promptly and effectively with FOPL volunteers.
* Protect confidential information (website passwords, etc.)
* Familiarity with FOPL and/or the Oakland Public Library is preferred.

Time Details:

• Twelve month commitment desired – initial tasks\* may take less time, but we’d appreciate support with maintaining the site for at least one year

• Start date immediate

• The hours are flexible

Special Requirements:

• Must own or have access to design equipment/software.

• Any expenses must be pre-approved and submitted for reimbursement with receipts

**\*Initial list of tasks:**

1. Back up content
2. Upgrade Wordpress to current version

3-10. Additional, site-specific tasks…