



## Website Design & Content Manager

### Spring 2025

#### Contact

Please email [communications@fopl.org](mailto:communications@fopl.org)

#### Location

Remote

#### Time Commitment

Min. 1 hour/week; max 3 hours/week. Volunteers must be at least 17 years old.

#### Reports to

The Friends of the Oakland Public Library Communications Committee Lead.

#### About Us

We work to advance the role of the [Oakland Public Library](#) as a vital community resource and as an institution critical to the culture, education, and welfare of our diverse community. We fulfill our mission by encouraging and facilitating [advocacy](#), [giving](#), and [volunteerism](#).

#### Role Summary

This volunteer position oversees the technical and design aspects of our website for functionality, accessibility, and ease of use and update content as requested. This role is ideal for someone who loves libraries and wants to use their technical expertise to support equitable access to information.

#### Key Responsibilities

- Ensure the website is secure, user-friendly, mobile-responsive, and accessible to all audiences, including those with disabilities.
- Add and/or edit website content, including event pages, blog posts, newsletters, and other digital resources as requested by the Friends board and Bookmark staff.
- Collaborate with the communication team to ensure web content supports fundraising and community engagement efforts.
- Support occasional special projects such as online fundraising campaigns. In 2025, we are celebrating our 75th anniversary so there will be a website and blog posts on that milestone.
- Keep site resources organized.

## Desired Skills & Experience

- Experience with Wix, or similar
- Familiarity with HTML/CSS and SEO best practices
- Understanding of website accessibility standards (WCAG)
- Interest in libraries, literacy, education, or community development
- Strong communication skills and attention to detail
- Ability to commit 1-3 hours per week, ongoing

## Benefits of Volunteering with the Friends of the OPL

- Help strengthen public libraries and access to information
- Build your web development portfolio with a mission-driven organization
- Flexible schedule and remote-friendly
- Reference letters and LinkedIn recommendations available upon request