

Hidden Valley Homeowner's Association of Tucson, Inc.  
**Web Content Manager Job Description**

February 7, 2025

The Web Content Manager is responsible for the public and membership-accessible content of our website, HiddenValleyTucson.com.

The Web Content Manager finds, creates, publishes and curates a regular flow of information about recent news, history, and upcoming events relating to our neighborhood, including pertinent information to our interests at the city, county, state and regional level. Updates are made as needed but usually less often than thrice a week and more often than thrice a month.

The Web Content Manager participates as a voting member of the Board of Directors, taking instruction from the President of this association and its Executive Committee (the President, Vice President, Secretary and Treasurer), working together with other Directors to accomplish the goals of this association.

In particular, the Web Content Manager works closely in conjunction with the Data Manager, who is responsible for the mail system, archives, and membership tracking for our association. The Data Manager stores, updates and curates user information on the web server and the mail server and creates forms and content around gathering and storing information.

Our current Data Manager is also the Web Content Manager. Therefore the Data Manager will function as the mentor and coach of the Web Content Manager as they assume this position.

Announcements of Board Meetings, Annual Meetings, elections, picnics, parties, and other activities of the association need to be announced well in advance, reminded of as needed, summarized, and removed when no longer applicable.

Stories and photographs documenting activities, history, discussion or events of concern to our neighbors should be sought or created at least once a month.

Requirements for the Web Content Manager position:

1. A sense of the importance of our local community to everyone living here.
2. A belief that helping neighbors communicate is a valuable service to our community.
3. A comfortable ability to type, manipulate files, and navigate on a computer.
4. An artistic sense of what looks good.
5. An editorial sense of how words go together to convey meaning clearly.
6. The dedication to keep at the job and to see it is smoothly transitioned to the next Web Content Manager.

Everything else can and will be taught on the job. The position is a three-year commitment.