

# Job Description

## Website Content Coordinator, Hamilton Ultimate Club

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**Job Title:** Website Content Coordinator

**Organization Type:** Not-for-Profit

**Reports to:** Vice President

**Time Commitment:** Part-time / Volunteer

**Location:** Hybrid, Hamilton ON

## Position Summary

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The Website Content Coordinator is responsible for maintaining and updating the Hamilton Ultimate Club website to ensure it is accurate, current, and reflective of the organization's programs, events, and values. Working directly in WordPress, this role keeps the league community informed by publishing timely updates to registration details, events, and homepage content. The Website Content Coordinator works closely with the Vice President, Developers and Social teams to ensure consistent messaging across all channels.

## Key Responsibilities

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### Website Maintenance & Content Updates

- Make timely updates to the hamiltonultimate.com website directly in WordPress, including:
  - League registration details and deadlines
  - Homepage content and featured announcements
  - New events, news posts, and program information
  - Add new FAQs to the website on an as needed basis
- Source and update hero images and other visual assets to keep the site fresh and engaging.
- Ensure all published content is accurate, well-formatted, and aligned with the organization's branding and tone.

### Content Quality & Consistency

- Proofread website content for spelling, grammar, and formatting before publishing.
- Maintain a consistent voice, style, and visual presentation across all pages.
- Periodically review existing pages to identify and update or remove outdated information.
- Help maintain a clean, organized, and user-friendly site structure.
- Regularly check that registration links, external links, and forms are functioning correctly.

## Bug Reporting & Development Coordination

- Create and document bug reports for the development team as website issues are identified.
- Communicate clearly with developers to describe issues, provide context, and follow up on resolution.

## Qualifications

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- Experience with WordPress or a similar content management system (CMS) is an asset (You will be trained on the tool regardless)
- Strong attention to detail and comfort with proofreading and editing content.
- Basic understanding of web content best practices (formatting, image sizing, link management).
- Ability to work independently, manage multiple updates, and meet time-sensitive deadlines.
- Strong communication and collaboration skills.
- Familiarity with Ultimate Frisbee culture and the Hamilton Ultimate community is an asset.

## Additional Information

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- This is a volunteer role with variable hours depending on the league calendar and update volume.
- Some seasonal peaks in workload may occur around registration periods and event announcements.
- Tools used may include WordPress, Google Workspace, Discord, and project/bug tracking tools.

Interested applicants can send their resume and letter of interest to:

[vicepresident@hamiltonultimate.com](mailto:vicepresident@hamiltonultimate.com)