



Website Development and IT Technician

The Marine Mammal Care Center Los Angeles (MMCC) is a hospital for seals and sea lions located in San Pedro. Our mission is to rehabilitate marine mammals with the goal of releasing them back to their natural environment, and to educate the public about our patients and ocean conservation. The National Marine Fisheries Service depends on MMCC to carry out the important goals of the Marine Mammal Protection Act. As a non-profit organization, MMCC's primary funding is provided by individuals, charitable foundations, private businesses and corporations. MMCC operates with dedicated volunteers and staff working diligently to rehabilitate sick, injured, or malnourished seals and sea lions who are rescued on beaches from north of Zuma all the way to Seal Beach.

Role Description:

The Website Development and IT Technician will assist with content creation and updates to the MMCC website, electronic mailings, and other electronic materials. This volunteer reports to the Executive Director. This is a remote volunteer opportunity. Duties may include:

- Communication with MMCC staff for website change needs and mass electronic communications
- Maintaining the MMCC website
- Sending out MMCC mass communications
- Assisting the Programs Manager with IT related questions

Commitment:

The Website Development and IT Volunteer position has a flexible commitment level but the volunteer should be able to communicate with MMCC staff promptly and be prepared for up to 10 hours of volunteer work per week. Commitment level may vary at different times throughout the year.



Requirements:

The Website Development and IT Volunteer must be 18 years or older. Previous experience with website development is required. Knowledge of Word Press, Google Drive, and Mail Chimp systems is preferred. The volunteer should be competent in all the following areas:

- Time Management
- Collaboration Skills
- Credibility
- Flexibility
- Communication Proficiency

The selected candidate will participate in a full volunteer on-boarding process including an interview, orientation, and background check.

Position Impact:

The Website Development and IT Technician will be able to assist MMCC by ensuring the public is able to find opportunities to support the mission through the website and electronic mailings. This volunteer will have a direct impact on how the public sees MMCC. The Website Development and IT Technician will be able to use their skill set in website development to advance the mission of an ocean conservation-based organization.

Contact:

To apply for this important volunteer role, complete an application online at <http://www.marinemammalcare.org/volunteer>. For questions, contact the Volunteer Services Manager at hturkes@marinemammalcare.org.