

Job Title: Web Operations Assistant

Organization: San Angelo Homeschool Sports Association (SAHSSA)

Department: Communications / IT

Reports To: Director of Digital Communications or Board Chair

Location: [Remote / On-site / Hybrid – specify]

Position Summary:

The Web Operations Assistant for San Angelo Homeschool Sports Association (SAHSSA) plays a vital role in managing and maintaining the organization's website. This role supports the technical, content, and operational aspects of the site to ensure a smooth user experience for families, athletes, and supporters. The ideal candidate will be detail-oriented, technically proficient, and committed to SAHSSA's mission of supporting homeschool athletics. Regular communication with the Board of Directors is an essential part of this position, including attending board meetings when requested to provide updates on website performance, digital engagement, and upcoming needs.

Key Responsibilities:

- Maintain and update SAHSSA's website (e.g., news, schedules, registration forms, events).
- Ensure website performance, including uptime monitoring, load speed, and mobile responsiveness.
- Coordinate and post content provided by coaches, staff, or board members using a CMS (e.g., WordPress or similar).
- Troubleshoot technical website issues and coordinate with hosting or development partners when needed.
- Ensure basic site security (e.g., software updates, spam protection, SSL monitoring).
- Generate and present basic web analytics reports (site traffic, form submissions, etc.).
- Assist with online forms, registration tools, and integrations with email or payment systems.
- Support SEO and accessibility best practices.
- Attend board meetings as needed to report on website status and discuss digital needs.
- Maintain open and professional communication with board members and leadership.

Qualifications:

- Experience with website management (preferably WordPress or similar CMS platforms).
- Basic understanding of HTML/CSS; ability to troubleshoot issues or coordinate with developers.
- Strong attention to detail and ability to manage content updates in a timely manner.
- Good communication skills, especially in reporting technical information to non-technical board members.

- Ability to work independently and as part of a team.
- Passion for supporting youth sports and homeschool communities.
- Familiarity with tools like Google Analytics, online forms, and email platforms is a plus.

Preferred (Not Required):

- Experience working with or for a nonprofit, church, or youth-focused organization.
- Familiarity with sports registration platforms, online calendars, or event plugins.
- Graphic design or photo editing experience (e.g., Canva or Photoshop).
- Experience communicating with leadership teams or boards.