



Grad Night Boosters  
18627 Brookhurst Street  
Box 120  
Fountain Valley, CA 92708

Job Title: Digital Manager

Description of Duties:

1. Attend all Grad Night Executive and Extended Board Meetings.
2. Be sure to update the Donation pictures from the Corporate Sponsors.
3. Create Ads for the Corporate Sponsors and post the Ads on the website.
4. Keep track and post a list of students who purchased and paid for the tickets on the website periodically.
5. Keep track of the hosting, domain, and photo account for the website.
6. Update and maintain MailChimp mailing list from the filled consent form.
7. Be familiar with or willing to learn WordPress.

Time of Service Dedication:

1. Attending Meetings.
2. Beginning of the year – update letters and mailers.
3. Continue throughout the year gathering donations.