

Webmaster and Email Duties

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Position Overview

The Webmaster and Email Coordinator are responsible for managing the organization's website and coordinating prayer-related and other communications via email. This dual role ensures effective online presence as well as timely and organized prayer outreach.

Webmaster Responsibilities

1. Maintain and update the organization's website to ensure information is current and accessible.
2. Monitor site performance and address technical issues promptly.
3. Implement changes to improve user experience, navigation, and design as directed by leadership.

Email Coordinator Responsibilities

1. Manage the distribution of prayer emails and communication emails to the organization's community.
2. Organize and schedule prayer requests and updates and other messages for timely communication.
3. Ensure sensitive prayer information is handled with discretion and respect for privacy.

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