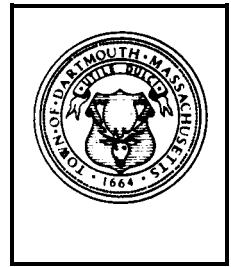


Posting 27-3-22
Posted: July 16, 2026



**Dartmouth Public Schools
Dartmouth, Massachusetts**

NOTICE OF POSITION VACANCY

POSITION: Website Content Coordinator

DUTIES: See Job Description Attached Hereto

START DATE: Immediately

TERM: Full Year (Monday through Friday)
20 hours per month

SALARY: \$5,000 annual stipend

Persons interested in this position should submit a cover letter,
resume, three letters of recommendation:

Dr. June Saba-Maguire, Superintendent of Schools
8 Bush Street
Dartmouth, MA 02748

or by emailing Kate Genthner at kathleengenthner@dartmouthschools.org

THIS POSTING WILL REMAIN OPEN UNTIL THE POSITION IS FILLED.

The Dartmouth Public Schools is an affirmative action employer, ensuring that its programs and facilities are accessible to the public. We do not discriminate on the basis of race, creed, color, age, sex, gender identity, national origin, disability, homelessness, sexual orientation, pregnancy or pregnancy related conditions.

Dartmouth Public Schools

Title: Website Content Coordinator

(Stipend Position)

Reports to: Superintendent or designee

General Description

The Website Content Coordinator is a stipend-based position responsible for maintaining and updating the Dartmouth Public Schools district and school websites. This role ensures that online content remains accurate, timely, accessible, and aligned with district standards.

Primary Responsibilities

- Update district and school websites with announcements, events, calendars, and resources
- Ensure content complies with accessibility standards (e.g., ADA)
- Coordinate with school staff to gather and post newsletters, images, and schedules
- Monitor website functionality and report technical issues
- Maintain consistent tone, branding, and formatting across all web pages
- Perform other related duties as assigned.

Preferred Qualifications

- Associate's or Bachelor's degree in Communications, Web Design, Marketing, or related field
- Experience with website content management systems (e.g., Finalsite, WordPress, ParentSquare)
- Strong attention to detail and organizational skills
- Ability to work independently and meet deadlines
- Familiarity with public education environments is a plus

Competencies

- Integrity and accountability in handling sensitive information
- Clear communication and collaboration with school staff
- Problem-solving and decision-making skills related to content accuracy and presentation

Terms of Employment

- \$5,000 annual stipend, paid monthly
- Approximately 20 hours per month
- Flexible schedule; remote work permitted
- Year-round engagement