

*Proposal*

## East Hampton Trustees

# Website Administration: ehtrustees.com

### Website maintenance

Administer the ongoing operations of the East Hampton Trustees website; update iterations of the WordPress platform (these updates often patch security breaches); monitor updates and performance of plugins and keep current; review cross-browser compatibility and mobile responsiveness. Troubleshoot issues with website when they occur.

### Website Instruction

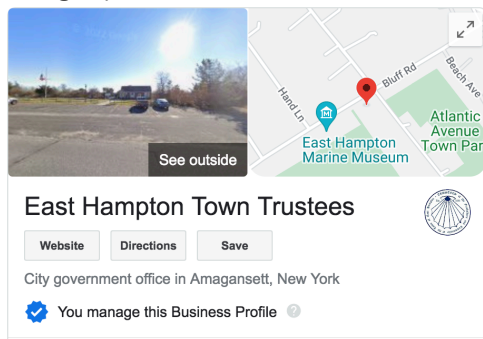
Provide a lesson a month on website design, maintenance, and best practices.

### Content curation management

Provide support for editing and formatting posts for Meetings and News; review styling. Upload cropped/retouched image; text; and LTV meeting videos for posts and website pages. Update Homepage content and periodically review design functionality and information architecture. Update WordPress theme when updates are made available.

### Miscellaneous

- Monitor **Google Search Console** to track website's usage and performance.
- Update **Google Business Profile** for the East Hampton Trustees account. (See partial screenshot below of profile in sidebar when East Hampton Trustees are searched for on Google.)



Annual contract fee: \$405 per month \* 12

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