



Job Description: Webmaster

Term: Five (5) years

Time Commitment: See below

Revised: June 2020

Job Overview:

Manages web pages and applications, coordinates with the Board and Registrar concerning content posted, viewed or pulled from the website, ensures that information posted on the website is credible, correct, up-to-date and easily accessible to users.

Position Specific Duties and Responsibilities:

1. Replies or forwards emails sent to webmaster@learningunlimitedetobicoke.com.
(Normally about 5-10 emails per month except during registration periods when it can rise to 40-50 emails in a month).
2. Posts Board Minutes to the website. *(Only takes 5-10 minutes, several times per year).*
3. Updates the website with new lecture series descriptions. *(2-3 hours twice per year).*
4. Makes changes to the registrant list based on requests from prior registrants (address changes, email changes etc.) *(Takes less than 5 minutes, perhaps 20-30 per year).*
5. Stays close to a computer during the two registration weeks to respond to emails from people trying to register, and provides assistance where appropriate or forward to the Registrar for attention. *(Not too much time if no registration system errors but most time is required on the Wednesday morning when registration opens for non-volunteers)*
6. Ensures website security

Competencies and Qualifications

1. Excellent organizational and project management skills
2. Excellent analytical and problems solving skills
3. Excellent interpersonal, team building and facilitation skills
4. Computer competency in Word, Excel and e-mail
5. Knowledge of WordPress would be an asset