



## **Job Description: Webmaster**

**Term:** Five (5) years

**Time Commitment:** See below

**Revised:** February 2022

### **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](mailto:webmaster@learningunlimitedetobicoke.com).  
*(Normally about 5-10 emails per month except during the first few weeks of a lecture series, when it can rise to 20 or so 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. 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