

# BC Marine Trails

## JOB DESCRIPTION(S): IT

General description: Appointed by the Board or President and working in coordination with Volunteer Coordinator and reporting to the Communications Committee. This volunteer position is responsible for overview and management of several platforms including Google Drive, Basecamp, Google Administration, Payment platform (Stripe), Knack, and other services. This position(s) also involves working with a team of people and problem-solving some issues.

### Specific responsibilities include:

1. Google Administration: setting permission levels, assigning emails, managing Google groups, working with individuals who have misplaced passwords or cannot log into services.
2. Google Drive: overseeing the structure of Google Drive and helping to manage the organization of its folders and information; providing permissions on folders or files as necessary
3. Basecamp: overseeing the platform.
4. Payment Gateway: We currently have one payment Gateway with an API from Membership Pro (website) to Stripe, the Gateway. Periodically, examine payments and determine if any issues are occurring. You may work with the Webmaster or the Membership Manager if any issues occur. This may require updating the Stripe Joomla software (available on Joomdonation).
5. Knack: This is a multi-faceted application or database with several jobs. The API between Knack and Geolive is written and established by Geolive, the UBC company that maintains the map programming. The main components of Knack are:
  - a. Site Builder - setting permission levels for users
  - b. Site Management data - this aspect will be maintained by our data managers.
  - c. Contacts - contacts are added regularly. Some maintenance and review of this database are needed. We also maintain our volunteers as part of this system. Our volunteer coordinator should be looking after this part.
  - d. Site Condition Reports - reports are received by Google Forms throughout the summer months and entered into Knack. A volunteer is needed for this job.
  - e. Project Management, Tasks, Notes, First Nations: A lot of information will be entered by Trails Development committee members, Project Managers, etc. Some overview of this data will be needed.

## Comments

The IT manager requires some specialized skills including understanding of databases, organizational management, HTML coding, and familiarity with Joomla. Assistance of volunteer technical support will be available. This will be a team position with a leadership role.

Anticipated time demands (after initial familiarization period): average of 2-3 hours per week over the year.

## Review

- The potential volunteer will provide their level of experience, IT training and any leadership background
- Volunteer coordinator or one of the current technical people will conduct an interview