

BC Marine Trails

JOB DESCRIPTION: Webmaster

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 technical maintenance, content, and quality control of the BC Marine Trails website as well as assisting with Membership management (updating of Member Central and pages). The webmaster will have to work with another volunteer to get updates on member benefits at least once a year.

Specific responsibilities include:

- Proactive updating of events with online software (i.e. clean ups, volunteers for Paddlefests, tec) and other online features such as home page and reference pages using Events software (Joomdonation product), or Joomla articles software.
- Updates monthly newsletter link on main menu. Assists where necessary with posting of files (with links) monthly or as needed (i.e., General Meetings minutes, Board minutes, Committee minutes, job descriptions, forms and other PDF documents.)
- Liaise with the Board and committees to enable timely publication of information about BCMT business, programs, events, or other content.
- The Webmaster will provide, or arrange, technical support for member contributors such as Coastal Journeys authors, or issues with Membership Pro and will set quality standards.
- Technical maintenance of all website functionality, including Joomla permission levels, Joomla software or plugin updates, check for broken links, ensure update of Joomla and Akeeba backup. Checks annually for domain renewal. Checks on page maintenance.
- Liaising with other members of the Communications Committee, including the Coastal Journey's editor to share written and visual content, and to participate in communication planning
- Other functions and tasks within the above general scope of responsibilities, as assigned by the Communications Chair or Communications Director.

Membership Manager/Webmaster

- The webmaster oversees this section of the website called Member Central updating pages and modules as necessary.
- Answers questions periodically from members.

- Ensures that the ruler tool and downloads tool is working (checking at least once a month)
- Updates benefits
- Backs up the subscriptions and stores.
- Checks regularly that the Join/Renew forms are working for all 4 plans
- Familiarize themselves with the configuration of Membership Pro to change plan forms as needed and other tasks

Comments

The Webmaster requires some specialized skills including HTML coding, and familiarity with Joomla. . Mentoring will be provided. Assistance of volunteer technical support will be available. The membership manager may be a separate job.

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
- Volunteer coordinator or one of the current technical people will conduct an interview