

Webmaster & Social Media Coordinator

Friends of Strathcona County Library

The Friends of Strathcona County Library Society (FSCL) was formally established in 1993, and has since raised over \$500,000 for the Strathcona County Library through fundraising, casinos, raffles, 50/50s and grant applications. FSCL exists to support the Strathcona County Library by promoting its services to the community, advocating on its behalf and raising additional funds for specific library needs, such as collections, programs and equipment.

Vision Statement: All residents of Strathcona County will have the opportunity to contribute to the continued development of the Strathcona County Library as an integral part of the community, enhancing the lives and well-being of everyone.

FSCL is seeking a dedicated and skilled individual to join our Board as Webmaster & Social Media Coordinator for a two-year term. Our organization is committed to supporting and enhancing the Strathcona County Library by promoting literacy, learning and community connections. As the Webmaster & Social Media Coordinator, you will play a vital role in helping us achieve our mission by managing our online presence and ensuring a strong, engaging digital platform for our community.

As part of the “working Board,” there are two people required to fill this role to facilitate a mentoring program for succession planning—one experienced person and one person who will be mentored for a following term.

Job Responsibilities

As the Webmaster & Social Media Coordinator, your responsibilities will include:

- Identifying the organization's website requirements and collaborating with the Board, particularly the Marketing & Communications and Membership Coordinators, to determine needs and messaging.
- Managing FSCL’s social media platforms and posting engaging content to connect with followers and promote upcoming activities.
- Maintaining, updating and optimizing the server to ensure maximum uptime and performance.
- Testing and building user-friendly, functional websites that meet the organization's needs and goals.
- Implementing and protecting website security and data privacy to safeguard sensitive information.
- Monitoring, analyzing and maintaining reports for the Board to track website traffic, engagement and other key metrics.

Qualifications

To be considered for the Webmaster & Social Media Coordinator position, you should possess the following qualifications:

- Experience with website development and maintenance, including knowledge of HTML, CSS, and other relevant web design languages.
- Knowledge of web security and data privacy best practices.
- Proficiency in relevant tools and technologies, such as content management systems (e.g., WordPress), web analytics, and social media platforms.
- Strong communication and collaboration skills, as well as a commitment to the mission and values of the Friends of Strathcona County Library.

Application Process

Please submit your resume and cover letter to the Friends of Strathcona County Library Board by email to info@friendsscl.ca. This job posting will remain open until a suitable candidate is found. FSCL is eager to fill this role quickly and will be screening applications as they are received. Selected candidates will be contacted for an interview.