



## FRIENDS OF STRATHCONA COUNTY LIBRARY

### WEBSITE COORDINATOR Role Description

#### **Role Title: Website Management**

**Role Purpose:** The purpose of this position is to manage and carry out the needs of Friends of Strathcona County Library Website operations. This position is responsible for technical maintenance, content, and quality control.

**Location & Commitment:** Meetings once a month, in person. Board commitments are 2 years in length. Monthly commitment depends on Website and Board activity every month. All Board Members are expected to participate in the overall running of the board.

#### **Skills & Experience:**

- Ideally a resident of Strathcona County
- Be a creative self-starter
- Experience in website management and development, in particular for Word Press and coordinating plug ins.
- Able to work within a team environment and is extremely detail oriented
- Strong written and verbal communication skills
- Work closely with a co-coordinator and the communications team

#### **Duties & Responsibilities:**

- Identify the organization's website requirements and needs
- Collaborate with the Board, particularly the Communication and Membership Coordinators, to determine needs and messaging
- Maintain, update, and optimize the website and applicable programs
- Proactive updating of calendars, events, and other online features such as membership, by-laws, executive, home page and reference pages.
- The Webmaster will provide, or arrange, technical support for member contributors, and will set quality standards.
- Implement and protect website security and data privacy
- Monitor, analyze and maintain reports for the Board
- Other duties as required.

**Training & Support:** Website Development volunteer will have access to training within reason as needed. Support will be provided by President and other Board Members as needed.

**Benefits:** Support and be an important part of an organization that advocates for and raises funds for Strathcona County Library.

**How to apply:** Please check out our website at <https://friendsscl.ca> or email us at [volunteer@friendsscl.ca](mailto:volunteer@friendsscl.ca) or check out our profile at Volunteer Connector ([www.volunteerconnector.org/](http://www.volunteerconnector.org/)) and connect with us there!