

Job Title: Web Coordinator

Purpose:

Coordinate, edit and enhance content of a designated portion of the club's web site. **Several Web Coordinators can easily share these responsibilities**, with each being allocated specific web content or pages to maintain and/or specific developmental project work. The club seeks to initially fill three Web Coordinator positions. Trainees (those wanting to learn on the job) are welcome.

Reports jointly to:

- Director, Membership and Volunteers (regarding website look and feel, web menus, administrative rights, software and other technical matters)
- Director, Communications (regarding web content, key messages, specific messages, communication timing)

Time requirements:

- 4 to 6 hours required per month, on average.

Responsibilities:

In collaboration with the Director of Communications, Treasurer, Director of Membership and Volunteers and other members of the Web / Communications teams:

- learn how to edit content on the club's website (training and coaching is provided),
- draft and develop some content for team or Director review,
- post approved content to specific pages, including one or more of the following:
 - the club's newsletters,
 - the home page,
 - volunteer lists, meetings, mandates and job descriptions,
 - policies, plans and bylaws, and
 - general calendar events such as meetings and social events.
- optionally, participate in web projects to enhance the use of our automated tools, for example, by developing an online membership directory or enhancing our use of video-conferencing services, and
- optionally, assist in the training of the club's event coordinators, who manage events and calendar content for organized drop-in play, reserved play, rating clinics and tournaments.

Skills and qualifications:

- Well organized
- Good written communications

Assets (desirable, not mandatory):

- Some knowledge of and experience with IT services and technologies
- Some knowledge of web services

Training:

- Will initially be provided by the Treasurer or a Director mentioned above.
- May subsequently be provided by other web coordinators.
- An SAPC-WA (Wild Apricot) admin guide is available, as is extensive online help for the Wild Apricot software used by SAPC.
- Coaching will be continuously available from the entire web team which currently includes the Directors mentioned above, Treasurer, Secretary and a half-dozen different types of event coordinators (organized play, tournaments, rating clinics, and reserved play coordinators)