



## **JOB DESCRIPTION**

### **APPOINTED POSITION: WEBMASTER**

(MARCH 2014)

#### **GOAL OF POSITION:**

- To maintain the web site and coordinate the online communications and operations of the Forest Heights Community Association (FHCA).

#### **RESPONSIBILITIES:**

- Overall design and maintenance of the FHCA Web Site (fhcakitchener.ca).
- Coordinate web site submissions/suggestions from program committee, Forest Heights Community Centre (FHCC) and FHCA Executive.
- Provide updates for special events, and add program information received from the Newsletter Editor, to be released concurrently with Newsletter delivery.
- Update the Executive list on the Web Site, as changes happen.
- Keep information and links on the web site up-to-date and accurate.
- Maintain and provide timely updates on social media, such as Facebook and Twitter, to generate interest and provide information and news to community members online.
- Act as Administrator on social media sites, providing access as necessary to Executive members / coordinators.
- Maintain a professional image for the FHCA in its online communications.
- Add and Maintain e-mail forwarders for the FHCA e-mail accounts. Provide passwords and access to the e-mail addresses for the applicable Executive members. Provide assistance to Executive members with any FHCA e-mail issues.
- Abide by the FHCA Constitution.
- Be familiar with the FHCA Policies and Procedures.

#### **QUALIFICATIONS:**

- Experience with computer and web site software.
- Experience with social media applications.
- Artistic creativity is an asset.
- Access to home computer and printer or software compatibility with FHCA staff.
- Excellent communication and organizational skills an asset.
- Work well with people.
- Member of good standing of the FHCA.
- Submit a Police Record Check (PRC). Once a clear PRC is received the processing fee will be reimbursed by the FHCA.

#### **ESTIMATED TIME REQUIRED:**

- Approximately 2 hours per month to attend monthly meetings.
- Regular, periodic updates to the web site, as required.
- Regular updates to social media.

**TRAINING REQUIRED:**

- Training and orientation to be provided by the FHCA.
- Assistance from the District Facilitator available upon request.

**BENEFITS:**

- Excellent job training skills in organizing, supervising and teamwork.
- Opportunities to attend workshops, meetings, courses, etc.
- Computer training if requested.
- An excellent way to meet people in the community.
- One free program per session (after completion of one session of volunteering).
- Pre-registration privileges.
- Invitation to our annual Volunteer Appreciation party in April.

**REPORTS TO:**

Forest Heights Community Association Executive

**FOR FURTHER INFORMATION:**

Contact the Forest Heights Community Association, 519-741-2621.