

Assistant Webmaster

POSITION STATEMENT

Responsibilities

Responsible to the Webmaster

Duties

- To support the Webmaster to the deliver their duties and contained in that position description.
- To assist with the management and maintenance of the Multiple District website at www.lions.org.au.
- To respond to customer requests and enquiries regarding the website.
- To support the Oz-Clubhouse webmaster where needed and according to time constraints.

Revision No.	2.0	Relates to:	Webmaster
Revision Date	17 June 2015	Applies to	Position Holder
Author	Rob Oerlemans	Authorised by	Executive Officer

PERSON PROFILE

The Multiple District Assistant Webmaster should have following experience, skills and personal attributes.

Experience

- Strong working knowledge of WordPress or similar website content management systems.
- Experience in utilisation of digital communication tools including websites and social media.
- Experience maintaining a website for an individual, club or organisation.
- Experience in making adjustments to software using html and css

Skills

- Skill in using WordPress or similar website content management systems
- Skills in using social media
- Excellent communications skills, including in identifying audiences of communication and focussing concise effective web content for those audiences.
- Computer skills in commonly used word-processing, spreadsheet and email software.
- Skills in image software including to be able to reduce, enlarge and correct colour or contrast etc.
- A highly organised approach to managing competing priorities.
- Ability to order priorities; set and meet deadlines.

Personal Attributes

- Recognised leadership qualities with high personal integrity.
- Self-motivated person with the ability to manage the competing demands of various stakeholders.
- Capable of working with a range of people and willingness to listen to, and communicate with, members of other Committees.
- An optimistic and positive approach, and resilience in dealing with stakeholder demands.

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