

iCAN Junior Triathlon Club

www.icantriclub.com

Title: Webmaster

Status: Hourly, non-exempt position

Reports to: Executive Director

Hours: 5 - 10 hours/week

Wage: Negotiable

JOB SUMMARY

The successful candidate must have a strong passion for the mission and vision of iCAN Junior Triathlon Club and have strong interpersonal and organizational skills. As a member of the Information Team, the Webmaster's role is to coordinate the planning, maintenance, and accessibility of the Drupal website content in a way that ensures the consistency and functionality of the website. The webmaster will work with the Executive Director in meeting the future goals and objectives of the organization through planning, design, maintenance, and management of the organizations Drupal websites. Understanding a variety of web development languages is a plus. This is a part-time position that may become a full-time position in the near future.

DESCRIPTION OF DUTIES

- Provide technical consultation
- Maintain Drupal website including updates, programming, databases, and overall functionality
- Manage all website files
- Develop and implement regular website maintenance policies and procedures
- Coordinate with the Director and Graphic personnel for new website design and content management
- Assess competing websites as regards content, look and feel, functionality, and make recommendations to the organization to accomplish long term organizational growth and strategies
- Assess and itemize costs for website enhancements and modifications

QUALIFICATIONS AND EXPERIENCE

- Computer Science Student or Bachelor's degree or equivalent experience in Computer Science, Computer Engineering, Information Technology, or related field
- Experience developing sites in or providing support for customers using Drupal
- Intermediate to advanced level knowledge of web based programming, programs/systems
- HTML construction, FTP functionality and social media applications
- The ability to work independently
- Excellent time/project management skills; ability to multi-task
- Ability to go with the flow in a fast pace, high-energy environment
- Basic understanding of accounting

WORK SCHEDULE/HOURS

This job typically averages 5 - 10 hours per week. Work hours can be flexible. Most work can be performed off site at the Directors discretion.

COMPENSATION AND BENEFITS

Hourly compensation based on qualifications and experience. This position is not eligible for benefits.

Contact: coachtodd@icantriclub.com