



Skootamatta District Ratepayers Association

P O Box 146 Cloyne Ontario K0H 1K0

General description:

The SDRA is currently seeking a webmaster to serve as a key member of the Board of Directors. This position is responsible for technical maintenance, content, and quality control of the SDRA website as well as to provide oversight for all SDRA social media interactions. This creative role is key in the Board's communication with members. This could be a great opportunity for a tech-savvy individual looking for experience working in a not-for-profit Board role..

The website currently uses the WordPress format, which is a user-friendly interface. Some knowledge of plugins to extend functionality or add new features would be desirable, along with experience using or building basic websites and landing pages. Experience using a variety of social media tools and platforms, along with strong written communication skills, would be beneficial to this role.

Responsibilities:

- Ensure the website is secure, functional, visually appealing, user friendly and consistently updated including blog postings, events, and other pages, as necessary.
- Monitor the SDRA marketplace and comments, ensuring only appropriate content is published.
- Monitor website and social media traffic, postings and questions. Channel any items requiring SDRA Board input or responses to the Board for consultation.
- Assist the Board in developing website based activities and contests for members such as the annual photo contest, including posting of submissions, collection of votes, and tallying results.
- Provide technical maintenance of website functionality, including links, menus, payment systems, and all other maintenance, as required.
- Make recommendations to the Board to continuously improve outreach, and member involvement through website design, content and functionality updates.
- Other functions and tasks within the above general scope of responsibilities, as determined by the Board.

How to Apply:

Please send an email, detailing your interest and experience, to admin@skootamatta.ca