



Webmaster Job Summary October 2018

The Alberta Breastfeeding Committee (ABC) is a non-profit committee composed of a team of health care providers, independent breastfeeding experts, and consumers who are dedicated to protecting, promoting and supporting breastfeeding in Alberta.

ABC is seeking an experienced contract webmaster. This part time role (2-8 hours monthly) is responsible for maintaining the organization's web presence, ensuring that the site is user-friendly and up-to-date at all times. The successful applicant will work with designated ABC members to discuss current content to ensure information is posted in a timely manner.

The webmaster should be highly knowledgeable in content management, (WordPress), online security and demonstrate solid coding skills. The applicant should also have an understanding of principles and current practices in: management and administration, technical writing, graphic design, and computer hardware and software systems. Hourly Wage \$24-30 based on qualifications and experience. The position maybe renewed annually.

Webmaster Duties and Responsibilities

- Make updates to the organizations website
- Monitor and repair security and viral links
- Update content to reflect current Search Engine Systems
- Investigate and promote ways to improve functionality and usability
- Reply to or refer user comments and queries in a timely fashion
- Enjoy coordinating information, negotiating with people, and developing innovative solutions to problems

Webmaster Requirements and Qualifications

- Completion of a post-secondary program related to management and administration, computer science or web design or 5 years experience working as a Webmaster or Web Coordinator
- Please submit a portfolio of previous and present work
- Leadership and/or management experience an asset
- Strategic thinking and problem solving skills
- Strong working knowledge of relevant coding languages
- Strong communication skills both verbal and written
- Bilingualism would be considered an asset