

WEBMASTER



ABOUT THE ROLE

This role maintains and updates Linguæ Christi's website. This role could be performed by a team of 1-3 people as maintenance and updates would cover changes in content, changes or updates to the components and programmes that provide the website with its structure, and design components that help provide a cohesive and appealing user experience.

ESSENTIAL TASKS

- Identify the major strategic communication goals of Linguæ Christi in coordination with the General Director
- Ensure static information about Linguæ Christi on website is both accurate and relevant
- Perform relevant updates to CMS and plugins as well as periodic audits of the website while checking for broken components
- Update project and position posts on a yearly basis
- Update password protected areas on a yearly basis

IMPORTANT TASKS

- Update pages to better adhere to good SEO standards
- Create and/or standardise template for people group profiles
- Recruit a team of researchers and web developers to expand key components of Linguæ Christi's website

HOURS PER WEEK

- 1-2 hours per week normally
- Yearly updates will take two to three days of work

ABOUT THE WEBMASTER

EDUCATION AND TRAINING

- Education or experience in web design or development is ideal.
- Experience using Wordpress CMS is ideal, but can be taught.
- Business or professional experience in marketing or communications is helpful.

SKILLS AND GIFTS

- Comfortable working in front of a computer
- Good attention to detail
- Values good data entry
- Ability to provide information in plain English
- Willingness to learn new systems and practices
- Can work independently

INDUCTION AND SUPPORT

Aside from a general introduction to Linguæ Christi's mission and team, this role will require 5-8 hours of induction on the following topics:

- Learn about Linguæ Christi's website structure (1)
- Wordpress CMS tutorials if needed (3)
- Tour of Wordpress theme and essential plug-ins (2)
- In depth look at Linguæ Christi's open projects and positions (1)
- In depth look at people group profiles (1)

This role will be supported by the General Director and will collaborate with personnel and volunteers involved in the prayer calendar, social media management, and the newsletter and blog. Please contact info@linguaechristi.org for more information.