



Job description for the position of Web Manager

- 1) Update web page content as requested by authorized board members and with board approval as necessary:
 - Public:
 - Update homepage posts and upcoming events in timely fashion as directed by President/Vice-President, Secretary, Bazaar and Events Coordinators;
 - Update sponsor page;
 - Maintain content of web pages.
 - Members
 - Create new pages and photo albums as necessary;
 - Update documentation for Bazaar (in coordination with respective coordinators);
 - Update General Assembly Meetings (GAM) documentations in timely manner.
 - Technical
 - Maintain integrity of web site;
 - Maintain user password integrity- changing at least once a year;
 - Maintain plug-ins as applicable;
 - Send Treasurer hosting and domain invoices as soon as received for payment
- 2) Update distribution lists as requested by Membership coordinator;
 - Maintain the board member list.
- 3) Maintain NCB email accounts as necessary:
 - Create and delete accounts as necessary;
 - Reset passwords as membership changes;
 - Manage the redirections;
 - Monitor size of mailboxes.
- 4) Update General Assembly slides for web page updates and member information as applicable and requested.
- 5) Maintain the external hard-drive with the documents provided by outgoing coordinators.
 - Maintain the digital archive of photos.
- 6) Answer queries from board members or members regarding web site and provide assistance as required.
- 7) Skills/knowledge required: HTML, WordPress, Roundcube/Outlook email protocol (including DNS and mail server updates as necessary), File Transfer Protocol (FTP)