



JOB: Webmaster

TEAM: Communications

LAST UPDATED/CHANGED: April 2019

JOB DESCRIPTION:

The Webmaster is responsible for keeping the NVNS website's information current and user-friendly.

JOB DUTIES:

- Maintain website, remove outdated material and post current material.
- Post and Maintain school calendar, making changes as needed throughout the year.
- Post most current and upcoming dates on website homepage.
- Post Board and Parent Meeting minutes.
- Post current Newsletters.
- Post Monthly Work Schedules for T/TH and MWF classes.
- Maintain Board Only section with current documents, as needed.
- Post current schedules of Housekeeping Saturday and class workdays.
- Download all updates needed to keep Wordpress current and operating correctly
- Work closely with Communications Board Member to make sure all website content is current and applicable but also with all board members who will be directed to e-mail Webmaster to post all referenced schedules and documents above.
- Work with Job Coordinator to post all job descriptions and job folders on the website; periodic updates required.
- Maintain current document of all passwords used (from Wordpress, Lunarpages & nvns.org); including updating the "password" only sites only NVNS members can access.
- Additional duties could include contacting Lunar Pages (hosting website) or Wordpress if there are technical issues.

Webmaster

JOB REQUIREMENTS:

- Attend monthly Parent Meetings.
- Participate in one Housekeeping Saturday per year.
- Participate in End-of-Year Cleanup.
- Intermediate computer proficiency is a plus, with emphasis working with Wordpress, all Microsoft programs, all document formats (pdf, doc, html, etc.), and basic to intermediate problem/technical solving skills using the referenced programs.
- Prior experience in web design helpful. In lieu of prior experience, must be willing to obtain skills necessary to perform job functions listed above.