

Webmaster 2IC

Job purpose

To support the Webmaster, Facilitators and Team Leads in communicating the needs of Kiwiburn to the community via the website and help maintain and upkeep the website.

Key Responsibilities

- Manage content on the Kiwiburn website
- Website maintenance - *e.g. software updates, managing hosting, troubleshooting*
- GSuite email maintenance - *e.g. add/edit users, support the Kiwiburn team*
- Assist with redevelopment and redesign of the Kiwiburn website
- Assist with other digital tools as required - *e.g. MailChimp, Google Drive, Ticketing*

Working Relationships

- Webmaster
- Communications Facilitator
- Communications Team
- Facilitators
- Team Leads

Time Commitment

- **Year round:** 0 - 2 hours per week
- **On site:** Minimal, just be available

Necessary Qualities, Knowledge and Experience

- Excellent knowledge of Wordpress
- Good knowledge of Google Suite
- Familiarity with MailChimp
- Competent with email
- Regular internet access
- Responsive to email communications
- Reliability
- Good understanding of Kiwiburn and worldwide Burner culture

Desirable Qualities, Knowledge and Experience

- Good written and verbal language
- Motivated and organised

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- Knowledge of any of the following is helpful (*don't worry if only one or two apply, as these skills are shared with other members of the Communications Team*)
 - Basic PHP / JS coding
 - Web Hosting, Email Hosting, DNS
 - Digital Marketing
 - Social Media Marketing
 - User Interface / User Experience Design
 - Graphic Design