

Website Content Editor

Job purpose

To keep the Kiwiburn website content up to date, responding to requests for changes from other team members, and proactively checking the website for outdated content and improvements.

Key Responsibilities

- Update the website content regularly and as necessary through the website.
- Be proactive in taking initiative and improving the website and content.
- Work closely with other Communications Team members to streamline tasks between teams (website designer, webmaster, graphic designer, blogger, news writers, social media).
- Be available regularly via email & DM.

Working Relationships

- Webmaster
- Website Designer
- Communications Facilitator (as your Team Lead)
- Communications Team
- ExCom, Team Leads and Volunteers (responding to requests for content changes)

Time Commitment

- **Year round:** 0 - 2 hours per week
- **On site:** Minimal

Necessary Qualities, Knowledge and Experience

- Excellent communication and writing skills
- Excellent knowledge of Wordpress
- Working knowledge of Divi theme (or willingness to learn)
- Digital Marketing and UX (User Experience)
- Regular internet access
- Responsive to email communications
- Reliability
- Good understanding of Kiwiburn and worldwide Burner culture

Note: this job doesn't require coding or graphic design skills, as you will be working with the Webmaster & Web Designer, however if you have these skills that would be a bonus.