

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up to date, responding to requests for changes from other team members, and proactively checking the website for outdated content and improvements.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