

MaWSIG Website Coordinator job description

1. Upload blog posts and associated media on schedule using edited content supplied by **Editor**. Provide web preview for **Editor** to do final check. Edit post as necessary and publish.
2. Update website with news and events information supplied by **Events Team**.
3. Monitor website and publish comments; invite key people to comment.
4. Work with **Social Media Coordinator** to ensure efficient use of all channels.
5. Manage the MaWSIG website appearance, features and functionality. This will involve using the WordPress backend to ensure operation – including accessing server by ftp, managing updates/themes/plugins, users and their access rights.
6. Monitor **IATEFL SIG Web Coordinators Slack** channel and liaise with IATEFL regarding any server/technical issues.
7. Analyse user experience of website and make suggestions for improvement.
8. Use analytics to inform new approaches to increase traffic and interaction.
9. Provide technical support for other committee members where necessary.
10. Attend regular online committee meetings and contribute to MaWSIG event organisation.

An ideal candidate for the position would:

- be a member of MaWSIG
- have some experience of Wordpress.org or content management systems in general (though this isn't imperative if you're happy to learn)
- have good MS Word/Google Docs/GDrive skills
- have basic video, image and audio editing skills
- have an interest in website building/development/analytics
- be able to attend (fortnightly) committee meetings via Zoom
- have excellent team working skills.