

Volunteer Webmaster & Content Creator Assistant

Role Overview:

PronSIG is looking for a skilled and motivated pronunciation enthusiast to assist our current Webmaster and Content Creator in managing and enhancing our online presence, including our website, and help prepare materials for our webinars, conferences and other events.

***The applicant must be a PronSIG member or willing to become one at the point of application.**

Responsibilities:

Website Management:

- Regularly update and maintain the PronSIG website using WordPress.
- Ensure content accuracy, relevance, and consistency across all pages.
- Manage and update the theme and plugins, monitor website performance (Google Analytics) and address technical issues promptly.

Content Creation:

- Develop engaging and informative content in Canva, including images, slides, events posts, etc. to create visually appealing graphics for website content, also social media posts.
- Collaborate with team members to gather content and ensure its alignment with PronSIG's mission and goals.

Technical Support:

- Provide technical support to PronSIG members and website users as needed.
- Troubleshoot and resolve issues related to website functionality, login credentials, and content access. Contact Server Admin.
- Offer guidance and training to team members on website management tools and best practices.

Collaboration and Communication:

- Work closely with PronSIG leadership and committee members to align website content and design.
- Communicate effectively with stakeholders to gather requirements, provide updates, and solicit feedback.
- Participate in team meetings and contribute ideas for improving PronSIG's online presence.

Requirements:

- Fair knowledge of WordPress, including experience with website administration and content management.
- Proficiency in Canva for creating visual content.
- Familiarity with SEO principles and strategies for improving website visibility.

- Basic knowledge of HTML and CSS.
- Strong attention to detail and a commitment to delivering high-quality work.
- Ability to work independently and collaboratively in a remote team environment.
- Passion for pronunciation and a desire to contribute to PronSIG's mission.

PronSIG welcomes applications from candidates even if they do not meet 100% of the criteria as full training will be provided.

Deadline: May 30th 2024