



INSIGHT  
PHILANTHROPY  
RESULTS

## **Board of Directors – Job Description**

Position Title: Webmaster

### **Roles & Responsibilities**

The Webmaster supports Apra Canada's CiviCRM and website activities. This role is responsible for:

- Supporting members with website issues (logging in, questions/comments/complaints about the website or CiviCRM)
- Supporting volunteer board members with website and CiviCRM reporting and usage
- Assisting volunteer board members with website content uploads in a timely manner
- Administering @apracanada.ca email accounts
- Sending email newsletter communications to Apra Canada members via CiviCRM
- Working closely with the Director of Communications and Director of Digital Content to ensure Apra's online presence is consistent

### **Key Internal Collaboration**

This role will work primarily with the Director of Communications and Director of Digital Content in coordinating Apra Canada's online presence; however, the Webmaster can expect to work with all board members on matters related to content for the website.

### **Key External Collaboration**

The Webmaster is the key liaison between Apra Canada and Peaceworks, our website developer and host. This role will also work regularly with Apra members requiring assistance with the website. (This relationship currently sits with the Director of Special Projects – Website, but will transition to the webmaster once the new website has launched. Estimated April/May 2021).

### **Apra Canada Conference support**

The Webmaster will need to build the conference page in CiviCRM and ensure it is ready for registration and member use as requested by the Conference director/committee. The Conference page may also require updates from time to time, as requested by the Director of Conference.



### **Workload**

Consistent throughout the year; may require more attention ahead of conference season (spring/summer). Estimated 1-2 hours per week once the new website is launched.

### **Skills**

Experience with website administration and maintenance; proficiency in Drupal and CiviCRM is an asset. Excellent communication, interpersonal, and teamwork skills. Attention to detail, professionalism, and adherence to confidentiality.