

## **Job Description: Webmaster**

**Summary:** As a member of a high functioning team, the incumbent in this position is responsible for preservation and moderation the web presence of the Enactus Fleming team.

### **Major Duties and Responsibilities**

1. With Executive Members:
  - a. Coordinate with Recruitment and Culture lead to post positions
  - b. Support the Marketing Lead in the preservation of Enactus Fleming's online presence and brand
  - c. Work with the Executive team to manage external communications and ensure a high level of engagement among stakeholders.
2. General responsibilities
  - a. Keep informed on all Enactus Fleming College projects
  - b. Maintaining the appearances of websites through brand guidelines
  - c. Analyze, Enhance and improve
  - d. Testing and improving the design and function of the website
  - e. Analyze, enhance and improve search engine
  - f. Compile and analyze data, processes, and codes to troubleshoot problems and identify areas for improvement.

### **Minimum Qualifications and Skills**

- Basic knowledge of Enactus Fleming projects and the Enactus platform
- Organization skills
- Strong communication skills
- Teamwork skills
- Time management to reach deadline
- Being trustworthy and meticulous
- Advanced communication skills
  
- Basic knowledge or experience of WordPress websites or other content management websites
- Good understanding of search engine optimization and coding is an advantage but not limited to
  
- Ability to multitask and work under pressure
- Ability to work well with different cultures, personalities and working styles
- Knowledge in Shopify is an asset

### **Co-Reports: President and other members of the Executive Team**