

RIDEAU TRAIL ASSOCIATION (RTA)

Job Description – WEB Coordinator (Updated 2019/08/25)

The Web Coordinator reports to the Director of Marketing and Communications who is a member of the RTA Board. The Web Coordinators key roles are to maintain the website, make recommendations for changes to the website, and to implement website changes mandated by the RTA Board. The Web Coordinator also maintains systems that interface with the RTA website such as Mailchimp and automated payment systems.

Functions:

1. Act as a technical representative of the RTA for the purpose of maintaining proper operation of the web server (a service currently supplied by Bluehost.com)
2. Take appropriate actions as they become apparent to support online security for the RTA.
3. Maintain the static content of the website on behalf of the executive and other volunteers.
4. Maintain the order-form for off-line purchases (Wordpress).
5. Maintain the order-form for online purchases (Wordpress/Paypal).
6. Maintain the presentation (look and feel) of the website (Wordpress).
7. Maintain the operation of various scripts and Wordpress plugins that support the website's features and functionalities.
8. Maintain and support access to *@rideautrail.org email accounts.
9. Maintain the email distribution lists (Mailchimp.com).