



Title: **Web Master**

Position Description Number: **01**

Classification: **Administration**

Position Summary:

The Web Master manages the content of the organization's entire internet presence, including the Southwestern Illinois RC&D, Inc., the Southwestern Illinois GIS Resource Center, The Land Conservancy, and SERVE. The Web Master determines the requirements for the internet system and also carries out the technical aspects of developing, operating and updating the organization's internet presence.

Key Responsibilities:

Specific duties include, but are not limited to, the following:

1. Maintain and enhance the Southwestern Illinois RC&D, Inc. web site (www.swircd.org) with text, graphics, and forms.
2. Post, in a timely manner, information of interest, including: announcements, activities, position descriptions, board meeting minutes, newsletters, and project updates.
3. Coordinate with the Council, staff and volunteers to develop and identify information of interest to the organization, partners and residents of the region on the web site.
4. Type, scan, or import and edit text for the web site.
5. Identify and maintain links to other sources of relevant information available on the Internet.
6. Research web development to identify, evaluate, and implement Internet technologies on the web site
7. Coordinate with the web site hosting company to maintain high availability, sufficient disk space, and necessary technologies for the web site.

Qualifications:

1. Access to IBM compatible computer with appropriate text and graphics software for developing and updating web content.
2. Knowledge of html web page editors. Willingness to develop expertise in additional Internet technologies such as CGI, JavaScript, Macromedia and other web software.
3. Access to email.
4. Good writing, editing, and graphics skills.
5. Excellent communications skills.

Supervision:

This position will report directly to the Operations Manager. The position will also have contact with RC&D and NRCS staff as well as other volunteer staff.

Longevity:

The individual selected for this position is expected to serve for a minimum period of one year.

Level of Commitment:

It is expected that an individual will commit a minimum of sixteen hours per month towards activities associated with this position.

Workplace Location:

Portions of this work can be completed at the selected volunteer's home work station, pending compatible software and hardware configurations. It would however be necessary to spend a portion of the time at the RC&D office to communicate directly with the Operations Manager, staff and other volunteers.

Benefits:

The Web Master is subject to the following benefits associated with this position:

- √ Reimbursement of approved expenses
- √ Ability to gain practical work experience; recognition for work products produced
- √ Ability to share in the rewards of assisting in the protection of the natural resources within the region
- √ Ability to meet new people
- √ Ability to share skills, and/or learn new skills