



## Volunteer needed: Web Admin

GaLTT is looking for someone to take on management of our website! Can you help? The work involves regular maintenance tasks and some posting of content.

**Platform:** Our website was ported to a WordPress template a few years ago, so knowing how to code is not a pre-requisite. The template ([Avada](#)) is complex in its capabilities, so figuring out how to do complicated things can take time and research, but now that the site is built most work is pretty straightforward, and the current web admin has made extensive how-to notes.

What the work involves:

- Back end:
  - Website backend maintenance, regularly updating software and plugins
  - Monitoring website performance; functional analysis and optimization
  - Regularly audit to ensure website security and implement measures to mitigate security risks
  - SEO optimization
  - Liaison with web host and any other relevant companies
  - Manage organizational email (provided by our web hosting company)
  - Troubleshooting occasional website problems (this usually involves talking to our webhosting company, who are very helpful)
  - Responsibility for ensuring that domain registration, web hosting costs and other legal/financial commitments are kept up to date and that costs are paid in a timely way.
- Front end:
  - Updating info or adding to our static webpages as necessary (most commonly to our Board/committee pages after the AGM, but there are occasional other updates and additions)
  - Upload and maintain current pdfs of GaLTT records/documents as required
  - Posting occasional blog articles

Currently handled by other people, but may be part of the web admin's tasks in the future:

- Maintain/update our online Events Calendar
- Website analytics

Desirable skills:

- Experience with WordPress or similar platforms
- Understanding of the web and how it works
- Understanding of website analytics and SEO
- A basic understanding of online communication theory
- Good communication and collaboration skills

If you are interested in supporting us as a web admin, please contact [communications@galtr.ca](mailto:communications@galtr.ca).