



Posting: Community Webmaster

Shoal Lake 40 First Nation is currently seeking community candidates for a part-time, term position of a **Community Webmaster**. The Community Webmaster will be responsible for managing the technical back-end and keeping content and media up-to-date on Shoal Lake 40's newly redesigned community website.

Responsibilities

- Manage, monitor, and upgrade community website environment – including, but not limited to Wordpress installations, plugins, and hosting environment;
- Keep content, such as news, events, and pages up to date and identify opportunities to showcase different parts of the website;
- Work with technical consultant to solve technical issues;
- Actively engage Administration and Community to create or update new content for the website;
- Respond to requests for content updates from Senior Administration;
- Manage and deploy inventory of community photo and creative assets;

Skills & Qualifications

Considered Essential:

- Strong written and verbal communication skills
- Strong initiative and independent work ethic
- Experience working with computers and troubleshooting computer problems
- Ability to work under pressure, meet deadlines, and prioritize work from multiple sources
- Excellent time management skills with ability to multi-task

Considered strong assets:

- Knowledge of Web Development (particularly on Wordpress)
- Courses in computer technology or computer science
- Social media and online marketing experience

Application Guidelines

Please submit your resume and cover letter to Vern Fair at vfair3940@gmail.com by November 4th, 2022. Please indicate the position you're applying for in the subject line of your email.