



RRHC Webmaster Duties

Position Title Webmaster

Position Length of Term Unlimited

Position Overview Assist the Board of Directors and Executive Director with the operations of the season.

Essential Job Functions

- General upkeep of information on website as a whole
 - Update pages as programming is finalized.
 - Maintain and update contact's page.
 - Fix and repair any website issue.
- Work with USHL RoughRiders in building a communication process of upcoming events such as tournaments, USHL games, promotions, brand promotion stories, and other for maintenance of site.
- Assist in the development of registration links, information collection from membership, and other key communications such as MailChimp.
- Keep website plugins, WordPress software, and all other related background processes up to date.
- Work closely with the Director of Social Media on planning and development of relevant information.

Requirements

- Strong communication skills and writing ability
- Good interpersonal skills to interact with member inquiries
- Organized and detail oriented
- Friendly and sociable to serve as RRHC host

Other Skills and Abilities

- Ability to adapt to changing situations
- Ability to solve conflicts quickly and efficiently