



## Web Master Job Description

Responsible for designing, maintaining, monitoring and troubleshooting the Foundation web site. Works with Foundation members to ensure that web content reflects the purpose and values of the Foundation.

### Duties:

Generate and revise web pages. Update information contained on the site or in databases linked to the side. Install web content.
Develop new pages ensuring they fit the scheme of the whole site and do not contradict other pages. Plan for future changes to the website. Ensure that the site maintains a responsive design.
Maintain the web site. Monitor, improve and update the performance of the web site. Ensure that server and browsers can properly handle e-mail, transmit news and download files.
Troubleshoot the site. Test website to see if there are any parts that are difficult to use. Verify that links are performing as expected. Fix links that don't work and pictures that aren't appearing properly. Examine and analyze site traffic. Review statistics and monitor analytics. Debug issues that arise with the performance of the website.
Test website content using different types of browsers or operating systems to ensure people with different computers can access a website. Test Interface for performance issues.
Manage security. Ensure that appropriate setup is available so that foundation users can control who has access to files
Other duties as assigned

### Core Competencies:

Be proficient in: computer skills; website management tools; research; working independently; good collaboration skills; ability to take and correctly interpret instructions; managing priorities and meeting deadlines; adjusting priorities; organization
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