

WEBMASTER WANTED



The Area 80 Web Team needs a new Webmaster!

We are looking for a skilled Webmaster to ensure that www.aamanitoba.org remains accessible to anyone searching for Alcoholics Anonymous online in Manitoba.

A strong technical background is highly valued and your responsibilities include maintaining a user-friendly, visually appealing, and secure website.

The ultimate goal is to guarantee that AA remains accessible online to anyone in search of AA in Manitoba.

Responsibilities:

- Report to the Website Steering Committee
- Maintain functional and easy-to-use website
- Test website across browsers, operating systems and devices
- Maintain, configure and troubleshoot server (DreamHost)
- Monitor and optimize loading speeds and capacity
- Debug page and fix broken links or images
- Update website content and review SEO
- Monitor and analyze site performance (e.g. traffic)
- Create and manage user accounts for WordPress and Google Workplace
- Provide technical support and training to Web Working Group volunteers
- Attend monthly Web Working Group meetings and provide monthly report

Requirements & Skills:

- One year of sobriety and familiarity with the Twelve Traditions
- Excellent technical skills and a desire to learn
- Strong troubleshooting and analytical abilities
- Experience as a Webmaster or Web Developer is preferred with:
 - Familiarity with WordPress and Google Workspace
 - Knowledge of web analytics and SEO
 - Working knowledge of website management tools
 - Skilled in HTML/CSS/PHP/JavaScript/MySQL

Please contact the Area 80 Web Chair via email at webchair@aamanitoba.org for more information.