

Volunteer Description

The AFP Vancouver Chapter Communications Committee requires a **Website & Database Manager** to oversee afpvancouver.org website and integrated online functionality.

Responsibilities

- Primary contact person for website and database questions and support requests from Admin users, members and general public;
- Primary contact person for website development, hosting and database provider (Tugboat Media, Inc);
- Manage website navigation and structure updates, as needed;
- Provide direction for content management and updates, ensuring integrity of website design and AFP branding;
- Maintain training and support documentation for the website and database functionality, updating and correcting, as necessary;
- Provide training and support to committees and Admin users with access to add and update content on the website, manage database records and specific functionality (as required);
- Track and maintain website & database Admin users and permission types;
- Ensure website and database systems are updated as needed;
- Develop recommendations for the improvement of the website, database and required functionality;

Skills and Assets

- Experience with a CMS and managing website content (especially Drupal);
- Experience with database management;
- Experience with online functionality management, including event registration, application form submission, email marketing;

Commitment

- Minimum one year term;
- Attend monthly committee meeting (1 hour);
- Perform tasks outlines under responsibilities (approx. 2-4 hours per week)