

ISC/SCI Website Administrator

Position description:

1. Receive notifications generated by databases when members use forms: basic membership, membership with listing, renewals, and "Update Your Listing." Check forms regularly to ensure that notification process is working and there are no problems. Action needed only when requests to update a listing arrive or when members with a listing exceed the space limit in their profile (see #7 below). Change notifications as needed.
2. Serve as liaison between web developer and ISC/SCI when extensive changes must be made (for example, addition of password-protected members' area) or if there are problems.
3. Add content (text, links, images, etc.) in both English and French, using parallel layout. (French may not be necessary for temporary content such as an upcoming conference.) Organize translation and/or ask French members to check translated text for accuracy. Arrange for proofreading of all text (in both languages). Check internal and external links.
4. Advise web developer when WordPress updates are ready to post. Go over site after new posts are added to ensure there are no problems, including checking a few profiles in "Find an Indexer." (Web developer will tell us if they make changes as part of ongoing maintenance; this also requires a look over the website.)
5. When content is added to or removed from site, change index accordingly, using HTML coding.
6. Receive "Update Your Listing" notifications and make changes to "Find an Indexer." Verify that members have respected limits of 10 categories in each main group and a 75-word profile. If necessary, temporarily remove listings from site while members adjust them to match limits (rather than have partial listings). After changes are made to meet rules, reapprove listings so they can go live again (Membership Secretary responsible for original approval).
7. Serve as contact for ISC/SCI members and others who have issues with website.

8. When conference registration is done through ISC website (as opposed to through EAC for joint conferences), coordinate with web developer to organize pages or links for registration and payment, possibly a database of attendees, and other related tasks.
9. Upon receipt from International Liaison officer, upload other societies' newsletters.
10. Train executive members to access forms and pages.
11. Manage logins for others who have access to site.
12. Website host: Serve as contact person for yearly renewal, technical issues, etc. Ensure that @indexers.ca email addresses for members of executive are current (including forwarding to personal addresses).

Reports to

- ISC president(s) and executive
- membership

Position term

- 2 years

Time commitment

- 3 x 4-hour executive meetings, plus preparation time
- 2-hour Annual General Meeting and preparation time
- conducting ongoing business of the society, mainly by email (variable)
- tasks in job description (variable)
- communication and coordination with website developer (variable)
- responding to members' and executive enquiries (variable)
- executive emails (variable)
- preparation of report to executive and for *Bulletin* (2 hours)
- coordinating profiles in "Find an Indexer" with members (4-5 hours)
- liaison with Membership Secretary (2-3 hours)

Skills/characteristics required

- leadership and project management
- good knowledge of ISC activities and indexing
- cooperative and timely working style
- creativity and organizational ability
- effective communication skills
- proofreading skills (ideally)

Position requirement

- active member of ISC/SCI

Tools required

- Internet access

Position limitations

- ISC/SCI Constitution, articles, bylaws

Learning opportunities

- leadership
- website and project management
- coordination skills

Benefits

- national and international networking opportunities
- service to and promotion of professional association
- active role in production of communication vehicle for ISC/SCI members
- sharing of ideas and experiences
- recognition by peers

March 2013