

Job Description of Webmaster

The Job of Webmaster is to oversee the PaBIA Website

Skills Needed:

Proficiency with following computer skills: General Website Design, Wordpress, WooCommerce, HTML, CSS
Knowledge of PaBIA

Website

1. Update and keep current the PaBIA website at pabia.ca
2. Update and ensure the proper operation of the e-commerce portion of the website
3. Ensure that the Secretary-Treasurer receives payment from the e-commerce transactions as well as the appropriate new/changed membership information is transmitted to the Secretary-Treasurer.
4. Monitor and moderate the bulletin board.
5. Monitor and moderate the creation and deletion of pabia.ca accounts.

Domain Services

1. Keep up to date the domain pabia.ca and any other domain names that may be under use by PaBIA.
2. Ensure the proper secure certificates are available and up to date.

Email

1. Add and delete email accounts associated with the pabia.ca domain.

Social Media

1. Keep current the accounts on social media that may be used from time to time by PaBIA.

Mobile Application Development

1. Continue the development of mobile applications for both the IOS and Android marketplaces