



Webmaster

Position:

The League of Women Voters of Houston is looking for a volunteer Webmaster to work alongside our VP of Marketing and Communications and Board of Directors on the Houston chapter's website development and content organization.

Tens of thousands of voters rely on the League of Women Voters each year to make informed voting decisions and remain civically engaged. Our website serves as a hub for our lauded Voters Guide, events calendar, voter registrar information and other community-oriented services that the League provides. This information is critical to our community and it must be kept current and accurate.

Our Webmaster will be responsible for maintaining basic WordPress website functionality, collaborating with our team(s) on user experience updates to boost our website's effectiveness, and helping ensure that our website is an accessible and user-friendly content resource that serves our diverse community.

As the LWV Houston Webmaster, you will be responsible for:

- Maintaining and improving website functionality in WordPress and BeaverBuilder
- Reviewing and handling reported website bugs
- Monitoring site performance and optimization
- Supporting the communications team with content additions
- Collaborating with Houston President, other VPs and the Board Directors for website development

Skills and experience:

- 3+ years of experience working with websites and WordPress
- Understanding of on-page SEO and ability to implement
- Detail-oriented
- Excellent communication and problem-solving skills
- Comfortable using collaborative Google products and general online communication abilities
- A flexible schedule that can allow for timely edits (1-2 day turnaround) and the ability to commit to approximately 15 hours a month