

CANADIAN DENTAL HYGIENISTS ASSOCIATION

POSITION DESCRIPTION

POSITION TITLE: Web Administrator

REPORTS TO: Manager, Information Technology

SCOPE OF POSITION

- Working with direction from the IT and marketing and communication teams, the web content administrator is responsible for updating, managing and maintaining content for CDHA websites, web-based applications and digital communication vehicles.

KEY RESPONSIBILITIES

- Manage and maintain website and web application content across all CDHA web properties
- Adhere to coding standards defined by management
- Test websites and web applications for accuracy and fastest response time.
- Ensure quality assurance of website content, edit and proofread website submissions.
- Collaborate with marketing and communication team to plan and develop site content, style and layout

Internal Contacts

- Manager of IT, Manager of web & creative services; staff at all levels

External Contacts

- Members

DECISION MAKING AUTHORITY

- Organizes workload and sets priorities to meet deadlines on a number of concurrent activities.
- Makes decisions in consultation with management, as appropriate, related to the above responsibilities.

FORMAL EDUCATION AND TRAINING

- College diploma in web development, or web development student working toward diploma

EXPERIENCE

- A minimum of one year experience in web content management and maintenance.

KEY SKILLS

- Solid knowledge of HTML/CSS, DOM and JavaScript/AJAX (Bootstrap framework knowledge is highly desirable)
- The ability to use initiative and creativity to understand, anticipate and meet users' requirements for website contents
- Experience of working with a Microsoft Windows and Office environment
- Experience of using tools for the manipulation and optimization of rich media including images, audio and video
- Experience of using standard project management tools
- Ability to plan and work under pressure with minimal supervision
- Excellent communication and interpersonal skills when dealing with internal and external stakeholders at all levels.
- Attention to detail and a methodical approach
- The ability to work independently and effectively as part of a team
- Understand testing process
- Ability to troubleshoot browser issues
- Understands browser based testing tools
- Firm understanding of content management systems, how to build templates,
- Knowledge of best practices for transferring and maintain digital content and maintaining multi-language site(s)

DESIRABLE QUALIFICATIONS

- Experience in responsive website content maintenance is an asset
- Bilingual - French

Approved: May 2017