



Women in Cable
TelecommunicationsSM
Rocky Mountain

WICT RM Chair, Web Site Administrator

Job Brief:

We are looking for a zealous Website Administrator to support the WICT Rocky Mountain Marcom team, our organization and its mission. Our Website Chair should be passionate about managing our WICT RM website as it relates to Brand, Brand compliance, Communications excellence, detail and accuracy, as well as our mission to prioritize member recruitment AND member experience (value).

This is a volunteer position.

Expected weekly commitment: 2+ hours per week. May increase prior to signature events or times we have multiple projects in flight.

Job Duties:

This work will be a critical factor for the smooth operation of the website and the user experience (UX). User experience and engagement with our site is of the utmost importance.

Responsibilities:

- Managing the website calendar of events to ensure accuracy, but also to ensure a 'full' calendar. This should include adding general non-WICT events that may be of interest to members, all WICT RM dates of importance, as well as WICT Global events and programs.
- Support the setup of program and event registrations, payments and reporting.
- Support website development challenges and issues as they arise.
- Must be comfortable working in WordPress and with developers for functionality beyond the general content updates and day-to-day maintenance of the site.
- Review the website on a weekly basis to proof for errors, updates needed, etc.. This includes being skilled in copy writing and understanding of the tone of the WICT RM brand voice.
- Own Google Analytics (GA) in support of site usage and other relevant data to report back to the Board of Directors on a monthly basis. Interpretation of the data and ability to detect issues is important.
- Support Marcom team and the Board in promoting various projects.
- Upload needed web banners (home and page) and delete those banners on a timely basis.
- Support the preparation of presentations as it relates to the Website, registrations events and user experience (UX).
- Supports event registration and committee needs, and event apps to ensure a great user experience.
- Communicate directly with members and Board members and encourage trusting relationships.



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- Attend Marcom meetings.
- When possible, attend quarterly Board meetings.

Core Skills:

- WordPress
- Google Analytics
- Copywriting
- Understand of the WICT RM brand voice
- Presentations using Powerpoint
- Problem solving
- UX testing