



Position Description - draft

Title: Digital Officer

About: Manages club website & content and projects related to website

Reports to: Marketing Officer

Responsibilities:

- Ensure domain registration and hosting are maintained
- Ensure website is online and functioning as desired
- Maintain website design
- Develop, manage and update website content
- Oversees communications to members via website in accordance with accepted Club and SLSA standards

Committees:

- Marketing sub-committee

Qualifications:

- Nil

Skills:

- Experience and knowledge of website development and modern design
- Strong written and spoken communication skills
- Strong time management, project management and organisational skills
- Creative flair
- Ability to work unsupervised and achieve delivery against deadlines

Date reviewed: 7 May 2022