

**Victoria's Quilts Canada (VQC)
Position Description**

Position Title: Administrative Assistant - Website

Length of Appointment: 2 years (renewable)

Goals of Position: To ensure that the Victoria's Quilts Canada (VQC) website remains current and reflects the philosophy and aims of the organization

Outline of Responsibilities:

- Prepare and/or edit web pages for text and articles provided by the Communications Coordinator
- Monitor all requests for changes to the website to ensure basic information is up-to-date and content is consistent
- Be the main contact with the Webmaster and oversee the content of the website
- Troubleshoot problems with the website and work with the Webmaster to resolve issues
- Advise the Webmaster of appropriate changes

Skills, experience, qualifications required:

- Good proofreading and editing skills in English
- Good oral communications skills
- Experience in using the internet, e-mail and Microsoft software (i.e. Word)
- Experience creating/editing web pages using HTML coding and cascading style sheets
- General knowledge of website creation
- Has reliable home internet access

Personal traits and qualities needed/desired:

- Conscientious
- Reliable
- Able to maintain confidentiality

Level of Effort:

- Up to 10 hours monthly

Orientation and training available:

- On-the-job training

Support, supervision and evaluation:

- Provided by the Communications Coordinator

Screening Measures:

- Résumé
- Interview
- Reference check
- Police records check

Approved November 27, 2017