



WEB-EDITOR

JOB DESCRIPTION

Co-opted member for a period of time and a schedule of tasks that the Steering Committee deems appropriate

I. Webm-Editor Responsibilities include:

- Producing and publishing new content in a creative way
- Liaising with SC members and Webmaster to decide on new post topics
- Overseeing layout (images, graphics and artwork)
- Comply with copyright and privacy regulations
- Check content for accuracy, proofread and edit material

II. Experience with the following is an advantage:

- Follow Use SEO and social media
- Familiarity with content management systems (Wordpress)
- Excellent writing skills in English
- Attention to detail and a creative mind