



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

Technical Specialist Job Description

Date: 2024-08

Next review date: 2026-08

Type: Contractor

Reports to: Communications Director

Term: Minimum two-year term, to be extended in two-year increments upon board invitation but this can be extended as this is an appointment, not an elected position

Function

- To manage the EAC/ACB's Google Drive MailChimp and account and the EAC/ACB website

Time Commitment

- Two to four hours a month receiving and actioning requests for email forwarders, Drive account access and transfers,
- One to three hours a month responding to "webmaster" questions, Your EAC account set-up problems, etc.
- One to three hours a month backing up the website, interacting with hosting service
- One to three hours a month for collaboration with team members and updating team activity list
- Additional time as necessary to respond to correspondence, etc.

Documents

Documents that are associated with this position include:

Duties

- Manage email addresses and forwarders as requested. Manage Google Drive: set up accounts and access as requested
- Manage access to EAC/ACB's social media account(s)

- With communications director, liaise with the IT contractor. Back up website and plug-ins weekly/bi-weekly
- Update website software and plug-ins
- Receive and respond to day-to-day “webmaster” requests or forward as applicable (info@eac.ca and webmaster@eac.ca)
- Manage access to the eac.ca website for EAC board and communications team
- Be aware of and support communications team's work on the EAC/ACB website: file structure, menu items, modules, etc.
- Collaborate with communications teammates
- Respond to requests in a timely manner
- Inform communications director about opportunities, issues and problems

Final year of term

- Work with the incoming appointee to teach position for a smooth transition

Meetings to Attend

- Communications team meetings if desired

Resources Required

- Home computer
- High-speed internet access
- Telephone

Skills Required

- Problem-solving skills
- Knowledge of website content management systems, CSS, HTML
- Ability to learn and use technology
- Team player and the ability to work independently

- Organized, detail-oriented individual
- Flexibility, a strong customer service attitude, thoroughness
- Ability to see projects through to completion

Skills Developed

- Improved problem-solving and technical skills
- Interpersonal skills working as part of an integrated team of appointees
- Enhanced team member and communication skills
- Knowledge of the operation of communications for EAC/ACB

Timeline

Ongoing

- Respond to requests for assistance with website problems
- Respond to requests for email forwarders, Drive transfers and access, etc.
- Regularly update communications team activities list

As Requested

- Prepare a written report on activities