



## GWNC Webmaster – Job Description

Rev. 2021-06-21

The Greater Wilshire Neighborhood Council (GWNC) Webmaster and IT Manager (“Webmaster”) provides ongoing maintenance of its digital infrastructure: primarily website, email, and Google Drive); and limited direct support to GWNC members.

The Webmaster is the super administrator to ensure the continued functioning of systems and to provide support only when needed. Day-to-day uploading of documents or posting of agendas is performed by GWNC board members.

During a normal month, 2-3 billable hours should be expected. Scope of work may be increased for special projects such as a website refresh, or following the election of new board members.

### **Websites**

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**<https://greaterwilshire.org>** - public-facing website with announcements and resources e.g. agendas and minutes

- WordPress 5.7.2
- PHP ver. 7.2.11 FastCGI
- Some customizations
- Media Temple Grid hosting (exp. 04-22); host-provided SSL (exp. 06-22)
- mydomain.com (registrar) (exp. 07-22)
- G-Cal plugin integration

- Twitter plugin integration

**<https://luc.greaterwilshire.org>** – “Land Use Tracker” for internal use only; project database

- Child site
- Project database
- Fully customized

#### **parked sites/forwarders**

- gwnc.info (GoDaddy – exp. 02-30)
- greaterwilshire.com (mydomain.com – expires 07-22)

*Bimonthly:* backup site and database; update WordPress, PHP, themes, plugins; check compatibility; restore to safe versions as necessary.

*Annual/biennial:* domain registrations, SSL certificate installations etc.

*As needed:* create WordPress pages; edit menus.



## Email

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### Media Temple Grid Email Hosting

- 45 users overall
- 55 IMAP accounts
- 35 email aliases
- (no calendar or contact syncing)

- G-Drive
- Google Voice (voicemail)
- Scheduled reminders
- YouTube

### gwnwebmaster@gmail.com

- Shared calendars (2)

### greaterwilshire@gmail.com

- Gmail used by Administrator

*Ongoing:* provide email account access to incoming board members and committee chairs; revoke access from terminated members; set up email aliases as directed; monitor webmaster@greaterwilshire.org inbox.

*Biennial\*:* upon election of GWNC board, plan for and execute the transition for both outgoing and incoming board members; archive accounts of officers and committee chairs; scrub accounts for new members; provide instructions to members for email setup and remote assistance as needed. (*\*increase in normal scope of work.*)

## Google Drive (free version)

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*Bimonthly:* Perform “Google Takeout” backup of G-Drive

*As needed:* manage sharing. Remove access from former board members

## Users and Credentials

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*Ongoing:* Maintain list of all GWNC digital accounts, users, and access levels (including social media); create new users and accounts as directed.

## Miscellaneous – as needed

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- Provide support for Google Voice
- Create MailChimp templates
- Manage additional cloud (Dropbox) or physical backups of org files
- Create staging sites

Please send cover letter and resume, as well as any questions, to [staffing@greaterwilshire.org](mailto:staffing@greaterwilshire.org). Thank you.