



## IT/WEBMASTER JOB DESCRIPTION

### JOB TITLE

IT/Webmaster

### SUMMARY DESCRIPTION

The IT/Webmaster designs and maintains the Keisho website and Keisho Center Family Account page. He/she confirms that the websites' contents are accurate and collaborates with Keisho staff to continually update the sites. As needed, the IT Coordinator troubleshoots tech issues for Keisho staff and teachers.

### DUTIES AND RESPONSIBILITIES

- Maintain the Keisho website
- Maintain Keisho Family Account pages
- Provide training and assistance to Core and Board members and families during Keisho hours
- Communicate with GM, Education Team, Core Group, and Board about tech issues
- Attend monthly Core meeting as much as possible
- Upload the most up-to-date documents and photos to website when available
- Maintain an up-to-date IT/Webmaster manual on Keisho's DropBox account
- Keep records of and periodically update passwords for Keisho email, Facebook, and Twitter accounts
- Brief the Board of Directors on tech issues upon request
- Remain abreast of current trends in technology and incorporate new innovations into Keisho systems
- Assist the GM in updating and revising policy manuals annually and as needed throughout the year

### QUALIFICATIONS

1. Working proficiency in Japanese and English.
2. Proficient in programming.
3. 1-2 years IT experience.
4. BA or MA degree in appropriate subject preferred.

### TERMS OF EMPLOYMENT



**Washington Japanese Heritage Center (Keisho Center)**

ワシントン日本語継承センター

keisho.org / facebook.com/keishocenter / info@keisho.org

P.O. Box 142

Cabin John, MD 20818

**School year:** The IT/Webmaster is expected to be available for consultation on Saturdays September - June. The IT/Webmaster should be available by email 12 months of the year.

**Compensation:** \$100 per month

**Hours:** Varies