Baseball Ireland Web Manager Description

Purpose: To provide management of Baseball Ireland's website and hosting environment.

Key Duties: Provide technical expertise and support for the Baseball Ireland website and hosting environment. Maintain website functionality and operation and engage with the website developer regarding functionality and updates to plugins and content. Update website with content shared and provided by Baseball Ireland's National Executive Committee and Baseball Ireland's chosen sources. Make recommendations for functional and performance improvements.

Time Commitment: This is a part-time, self-supporting position requiring 2-5 hours per week on-going. (Initiation time period may be greater.)

Logistics:
There is no office space for this position; candidate will work from home using his/her own computer and high-speed internet. Interactions will be conducted via email, telephone and video conferencing.

Responsibilities:

- working with developers and editors to ensure Baseball Ireland's website is meeting the needs of the organisation
- conduct content audits to identify gaps and redundancies in the site content
- create and implement content schedules for people to produce or update content
- source, commission and sometimes edit images and videos
- analyse data to learn how users interact with your site
- occasionally update HTML, CSS and JavaScript on Baseball Ireland's site
- engage with web developers as directed by Baseball Ireland leadership
- repair any broken links and fix any reported bugs
- contribute to discussions on ways to improve functionality and usability
- reply to website visitor (user) comments and queries in a timely fashion

Education:

- Bachelor's Degree in computer science or related field (or equivalent experience)
- Evidence of continuing education, such as certifications, is a plus

Experience and Skills:

- 3+ years of experience in WordPress (WP)
- Strategic thinker with positive, can-do attitude and problem-solving skills
- Ability to work effectively with minimal supervision
- Strong working knowledge of all relevant coding languages (PHP, CSS, JavaScript, HTML)
- Familiarity with HTML, PHP, MySQL, PostgreSQL, Apache, and Plesk will be helpful.

Remuneration €1,500 per annum

Please send CV and Cover Letter to tomkelley@baseballireland.com by 5pm 31 October 2020