

## **Webservant Role**

Position to be filled ASAP. There will be training and/or transition with the current webservant for approximately 6 months to ensure a smooth transition, followed by a constant interface to ensure alignment of communication and data.

### **Role Summary:**

Maintain Cum Christo's current website to ensure data integrity and updates. Collaborate with other roles to provide incoming and outgoing data on a timely basis.

### **Job functions:**

- keep calendar up-to-date
- enter events and information including Ultreyas, weekends and special events
- set up new pages as needed for example new weekends and keeping candidates listed.

### **Requirements:**

- Wordpress experience preferred. No coding or html experience is necessary. The current webservant is willing to help train if needed and will transition and interface for a minimum of six months. There are also many online tutorials to help manage a Wordpress website.
- Commitment of 2-6 hours per week

### **Knowledge, Skills, Abilities:**

- Applicant should feel comfortable using the computer and be somewhat computer savvy.
- WordPress is as easy to use as a word processor, so learning how to use it well is simply a matter of getting a handle on how to use its point-and-click interface.

Please contact the current webservant ([WebServant@cumchristo.org](mailto:WebServant@cumchristo.org)) for further information and consideration regarding this role,