



Webmaster (CONTRACTOR)

The Fulcrum

Contract Term: immediately to April 30, 2023.

Hourly Pay Rate: \$25

Hours: 10 hours/month

Location: Hybrid

[The Fulcrum](#) is the University of Ottawa's independent English-language student news outlet, now publishing exclusively online. Since 1942, we've provided the university with quality news and its students with invaluable opportunities for learning and growth. We're a dynamic workplace located on campus, led by a small but mighty team.

Description: The webmaster must be comfortable working on the backend of the Fulcrum Wordpress website, dealing directly with web hosting companies, and should be knowledgeable in programming languages and open-source software. Having a foundational knowledge of systems, servers and security will help.

The contractor will not be an employee of the Fulcrum.

Duties/Responsibilities:

- Serves as the primary contact for all aspects of the organization's website(s) and collaborates closely with the Executive Director and Editors (s) in chief.
- Develops and maintains internet and intranet portals, forms, and structures in accordance with the organization's needs.
- Develops, implements, and maintains e-commerce (Ads) applications in collaboration with the organization's, sales, marketing, and related departments.
- Encourages and facilitates consistent, creative, and unified web design across the organization's web properties.
- Collects and analyzes web analytics and similar data; identifies opportunities to improve search engine optimization (SEO), time on site, web traffic, and other relevant metrics.
- Deals directly with the organization's web hosting company and maintains document ownership including the company's internet domains and renewal if necessary.
- Assists employees with use of company websites through one-on-one support, user guides, and training sessions.
- Ensures compliance with company policies, procedures, and ethical standards; software licenses; and applicable state and federal laws and regulations including data security, privacy, and intellectual property laws.

- Maintains current knowledge of best practices and emerging developments in web design, web development, and technology.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Extensive knowledge of website management, analytics, design, and SEO best practices and standards.
- Working knowledge of or ability to quickly learn web content management systems, applications, and tools used by the organization.
- Highly proficient with HTML/CSS; working knowledge of XML, SQL, JavaScript, and/or other relevant programming languages.
- Excellent verbal and written communication skills.
- Strong analytical, troubleshooting, and problem-solving skills.

Please submit a resume, and cover letter to manager@thefulcrum.ca.

Applicants who submit a complete and competitive application will be invited for an interview.

Due to the nature of the position, the successful applicant will be required to live in Ottawa from the start of their term to the end to attend possible in-person events.

The Fulcrum is an equal opportunity employer and accommodation will be provided during the hiring process upon request.