

WordPress Administrator (Volunteer), Specialist Hub

About Rotary South Pacific

Rotary South Pacific is implementing an innovative pilot program which demonstrates a new governance structure for Rotary in our part of the world. The pilot is specific to our zone; responsive to what our members see as important and viable to revitalise Rotary in Australia, New Zealand and the Pacific Islands for the future.

About the Specialist Hub

One of Rotary South Pacific's key initiatives is the Specialist Hub, a website which connects members or clubs with Rotary specialists on various subjects.

<https://specialisthub.rotarysouthpacific.org/>

About the role

This role is responsible for updating, managing and maintaining the WordPress database used for the Specialist Hub. They ensure that the database runs smoothly, remains updated, and provides a reliable user experience.

Key Responsibilities

- Maintain the WordPress database managing plugins and core updates
- Manage site security and apply/request patches/updates as required
- Troubleshoot website errors and technical issues
- Maintain the document database processes
- Develop and manage the relationship with Boylan Point, the website developer
- Develop and implement team request/updates as required

Expected Skills and experience

- Experience with database development and administration
- Ability to diagnose and resolve issues
- Good communication and organisational abilities
- Basic MS Office skills including Teams

Expected time commitment

It is expected that this role will not take significant time each week.

- Forecast is approximately 1-2 hours per week, with more initially as you get up to speed.
- Attendance at one monthly team meeting for approx. 1½ hr is required.
- Commitment is initially for one year.

Express your interest

If the description outlined above sounds like you, we'd love to hear from you.

Express your interest by emailing volunteers@rotarysouthpacific.org, and include relevant details about:

- Your Rotary Club
- Your skills and experience in this area.