

Role Description | Web Support Coordinator

Team | EFPSA Office

Accountable to | Secretary General

Purpose of the Role

- Maintaining and improving EFPSA's online platforms; namely, the EFPSA website and the official EFPSA webmail accounts, while contributing to the work and projects of the EFPSA Office

Main Responsibilities

- To act as a liaison between EFPSA and the external entity providing EFPSA web related support
- To maintain all internal and external means of EFPSA's online communication
- To work with the Secretary General in ensuring that EFPSA's online platforms remain up-to-date

Tasks

- Maintaining the EFPSA website
 - Ensuring that the website is functioning optimally at all times
 - Regularly updating the Calendar
 - Acting as a liaison between EFPSA and the external web hosting company
 - Maintaining regular contact with all EB teams and MRs in order to regularly update the information on the website
 - Support the teams within EFPSA in the development and updating of their websites and other web-related requests
- Maintaining EFPSA's webmail platforms
 - Ensuring the functionality of webmail accounts
 - Supporting the EFPSA Community with requests regarding EFPSA webmail accounts

Requirements

- Basic knowledge of web programming languages (HTML, CSS)
- Working knowledge of basic publishing platforms (WordPress)
- Basic knowledge of G-suite

Please note that EFPSA's roles are always being developed, therefore, there may be slight variations to this document since it was produced. If you would like to ask any questions, receive additional insight or state interest in this position, please contact the current Web Support Coordinator at webcoordinator@efpsa.org.