

Webweaver

What is the job?

The webweaver maintains the website and email lists for the Australian Student Christian Movement.

What is the ASCM?

The Australian Student Christian Movement is a movement of students interested in exploring questions of faith in an open, ecumenical environment and living the faith through acts of justice in the world.

What is expected?

The webweaver is expected to:

- ensure that the website is up to date,
- take the initiative to solicit and create content in consultation with ASCM volunteers, workers and executive,
- design and create functional and attractive web pages,
- ensure the server that hosts the ASCM website is meeting our needs,
- establish an archiving system for email,
- act as a moderator of the email lists by ensuring that subscribers are adhering to email policy,
- ensure that we have the email lists necessary for the functioning of the movement, and
- explore ways that internet-based technology can aid communication within the ASCM.

What resources are required?

The webweaver is expected to have access to a computer, the internet, and web-design software (e.g., FrontPage, Dream Weaver). The ASCM does not have the resources to provide a computer, software, or pay for internet access for this position.

What skills are expected?

The webweaver must be knowledgeable about email and the internet. More specifically, the webweaver must know how to use a web design software package, and be able to upload documents to a server. If the webweaver does not have this knowledge, he or she must attend an appropriate course shortly after taking on this position.

What is the commitment?

The webweaver is expected to take on this position for a minimum of a year and up to three years. An honorarium of \$800 per year will be paid to the webweaver, however, any expenses incurred will not be paid by the ASCM.