

DelftMaMa Job Description: Web-page Coordinator

Job Title: Web-page coordinator, (currently) un-paid

Job Id:

Job Location: Delft, and surrounding area

Full / Part Time: Part-Time (4-6 hours)

Regular / Temporary: Regular

About DelftMaMa

DelftMaMa is an organization for maternity assistance for international families in Delft and the surrounding area. We provide information and support for women who are awaiting a baby far away from their homeland. Founded in 2007 DelftMaMa has nearly a decade worth of self-organized one-time events, fairs, bbq's and regular meetings like playgroups and mama's night out in the city. We currently host Playgroups, both for babies and toddlers, Toy fairs, Workshops and Information Evenings.

We are a strong group of kind, dedicated and active members who are working towards inclusion and want to make Delft their own and their families new home.

There is huge opportunity for this organization to grow, and we are seeking passionate and energetic people to join our team and grow with us.

Position Summary

We are looking for someone who is dedicated to creating a well-organized homepage and blog for DelftMaMa. This person has to be able to work closely with the Blog team to create an informational support system for internationals living in the Netherlands.

In this role, you will provide high quality support for the homepage of DelftMaMa, by keeping a close eye on security and back-ups; administer access points and roles; and create a reliable source of information about child-friendly events, activities and places in and around the Delft area.

You have to work closely with the Newsletter and Calendar co-ordinator, as well as the Facebook Page and Facebook Group event admins to create links and lead traffic to relevant sites.

Your task will include completing relevant record keeping and administration of access to the digital data of DelftMaMa for the Board meetings.

Job Duties & Responsibilities

- Work closely with the members of the Board and the teams to ensure the website mirrors the vision of DelftMaMa
- Keep sensitive information regarding DelftMama, the member's children, and their families, confidential
- Establish a policy for access points and record keeping especially regarding the safety procedures of sensitive information
- Be responsible for all departmental Web data and the file structures in which it is kept.
- Assist individuals in the DelftMaMa digital groups in getting permissions, and to monitor their use of such permissions, keep record of requests for ownership changes on folders within the groups, Web account quota increases, account deletions, transfer of data from old accounts, password requests and changing permissions on folders.
- Report directly to the DelftMaMa ChairWoman

Requirements

- You are respectful and possess cultural awareness and sensitivity. You are moreover compassionate, enthusiastic, proactive and pragmatic, and capable of problem solving with diplomacy
- You have good interpersonal and organisational skills/planning skills along with great communication skills (both in writing and verbal)
- You possess good web familiarity
- You have experience with website hosting, back-ups, WordPress, themes and child-themes, file organizing and keeping records - relevant experiences will be considered an asset

So what's in it for me?

Although there's currently no financial benefit associated with taking on the extra responsibility of being a **web coordinator**, there are some tangible benefits:

- Skill up in WordPress, Plug-ins, Themes and related web skills
- Become a central source of advice for best practice in site development.
- As gatekeeper for your web site you become a key communicator in DelftMaMa – and this will only increase as the importance/influence of the web increases.
- You're empowered to make decisions about how your site is developed – which gives you both influence and responsibility.
- We are supporting putting this volunteer position on your LinkedIn profile, and you will get an excellent recommendation after a 3-month trial period.

Thank you for your application. Please email your CV and cover letter to HR@delftmama.nl

Only selected candidates will be contacted for an interview. If you have further questions, please contact HR@delftmama.nl