

Website Manger Role Description

Updated on Jan 16, 2022

Quantum Photonics Club (QP) is a non-profit organization aiming to promote science and cutting-edge technologies to the public by hosting live educational panels. We are looking for a passionate and creative Website Manager to join our team. As a Website Manager, you will be privileged and responsible for maintaining, updating and managing the website content and features, to troubleshoot possible website technical issues and deliver high-quality contents, to sustain QP's continuous success and adhere to QP's rules.

Responsibilities

- Review the website for broken links, incorrect information, and further edits
- Maintain and update the website content
- Manage permissions and access to administrative functions of the website
- Ensure the site meets accessibility and other usability standards
- Communicate with cross-functional global team effectively and transparently and provide constructive feedback
- Adhere to all QP rules and regulations

Qualifications

- At least 18 years old
- Great team player and communicate with other members of the committee in a timely manner
- Excellent organizational and leadership skills
- Active listener
- Fast learner
- Critical thinker and problem-solving skills
- Excellent time-management skills
- Great interpersonal, presentation and communication skills
- Be enthusiastic, attentive and positive
- Past experience of website development or maintenance is preferred, but not required

Benefits

- Privileged to have authority to present QP with trust.
- Great, highly motivated team members with diverse background, culture and personalities
- Enormous opportunities to learn and practice important skills, such as teamwork, communication, problem solving, project planning, task management and organization skills, which can be used to advance your career unintentionally.
- A safe and professional place to make you connect with others, expand your network and boost your social skills.
- Bring fun and fulfillment with renewed creativity, motivation and vision that can carry over into your personal and professional life.
- Unique experience to pick up practical business insights while growing along with QP and show off your brilliance and see your ideas or opinions being implemented.

- Minimized supervision with freedom, creativity and work flexibility to take your own initiatives
- Certificate of appreciation will be awarded and reference letter may be provided under requirement for anyone with high-performance and high-contribution.

How to apply

- Complete *QP Social Media Manager Sign Up Form* via https://docs.google.com/forms/d/e/1FAIpQLSdHt-QcupHL5HmiGlee4APyLQdKWMTjdl_HW3kpHrS1W1hLIQ/viewform?usp=pp_url.
- You will hear us back within 2 week timeframe after submission.

Quantum Photonics Club