Volunteer Position Description

Position Title: Webmaster

Purpose: The Webmaster maintains the existing LPNM website, troubleshoots problems, addresses hosting issues and plans for future expansion of the site.

Location: Virtual, anywhere in New Mexico

Key Responsibilities:
- Ensures the website complies with industry standards and best practices related to data security.
- Makes recommendations and implements plans to enhance search engine optimization.
- Maintains the website and troubleshoots any problems that arise.
- Addresses any problems or issues that may arise with hosting, domain name registration or any other item related to web management.
- Install analytics, monitor and report statistically relevant data.
- Maintain responsive web design.
- Plan future iterations of the website.
- Works closely with the Communications Committee regarding web content.
- Attends monthly Technology Committee meeting and makes reports on all items related to website management. (May attend virtually.)
- Work within a social contract of voluntary collaboration, respectful debate and mutual decision-making.

Responsible to: Chris Luchini, Chair, Technology Committee

Note: All volunteers serve at the pleasure of the Central Committee.

Length of Appointment: The Webmaster shall be appointed for an initial term of 1 year. Appointments are subject to ratification by the Central Committee.

Time Commitment: Initial estimated time investment of 10 hours to resolve issues and get website fully optimized in all respects. After that, approximately 3-5 hours per month.

Qualifications:
- Must be a Caucus Member of the Libertarian Party of New Mexico.
- Knowledge and understanding of Libertarian principles and ethics.
- 5 years' experience with WordPress, including customizing themes and working with plugins.
- Experience or familiarity with Amazon Web Services hosting.
- Experience writing and debugging HTML, CSS, PHP, and Javascript.
- Familiarity with Linux.
- Understanding of web design principles and best practices for enhancing the visitor experience.
- Must have or be willing to obtain a Gmail address for collaboration purposes.
- Passion for grassroots activism and desire to contribute to building a political party from the ground up.

College Credit: If a student desires to volunteer in exchange for college credit, we will gladly work with the institution to facilitate that.

Support: Support will be provided by the Technology Committee Chair and the Communications Committee Chair.

Dress Code: None for regular duties. For in-person meetings, kindly wear business dress or business casual.

Contact: Elizabeth Hanes, chairwoman, at chair@lpnm.us or 888-LPNM-NOW (576-6669)