



**ROLE DESCRIPTION**

All committee and board members of Hal-Con are volunteers; while there are perks, this is an unpaid position. This role description is designed to create an understanding between Hal-Con and the prospective volunteer staff to ensure no miscommunication.

Role:	<b>Web Team</b>
Reports to:	Director of Marketing and Communications
Position overview:	Web team is responsible for developing, updating and maintaining the website. Help find solutions to problems or ideas that come up that require web tools to fix.
Responsibilities include:	<p><i>Before Convention</i></p> <ul style="list-style-type: none"> <li>● Manage the posting of content for the Hal-Con website based on submissions from the Content Coordinator while keeping SEO strategies and deadlines in mind.</li> <li>● Find web based solutions to issues that arise.</li> <li>● Ensure the site is consistently up to date.</li> <li>● Work with the IT team, as necessary, to develop ideas around mobile IT (including, if necessary, configuring and updating applications such as Sched or Guidebook).</li> </ul> <p><i>During and Post-Convention</i></p> <ul style="list-style-type: none"> <li>● Work with photography/videography teams to get photos/videos uploaded</li> <li>● Supervise the Content Coordinator as needed (if applicable).</li> <li>● Assist other teams as needed during the convention.</li> </ul> <p><i>Post-Convention</i></p> <ul style="list-style-type: none"> <li>● Remove ticket sale content from website and replace with place holder text</li> <li>● Designate what will be considered “previous year’s content” and supervise it’s removal.</li> <li>● Ensure that the Content Coordinator posts End of Year Messages in a timely fashion.</li> <li>● Change front page to hibernation mode for one month following event</li> <li>● Ensure all content is uploaded and new site is ready to launch two months following previous year event.</li> </ul>



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Skills and other details:	<ul style="list-style-type: none"><li>● Excellent written communication skills (use of appropriate voice, good use of grammar)</li><li>● Website Development, Wordpress, Gmail, Google Drive Applications, PHP,</li><li>● good time management skills</li><li>● highly organized.</li></ul>
Eligibility requirements:	<ul style="list-style-type: none"><li>● Must sign a non-disclosure and non-compete agreement</li></ul>
Description last updated:	March 2022

If you're interested in applying for this post, please email [recruiting@hal-con.com](mailto:recruiting@hal-con.com) with your interest and qualifications, explaining why you feel you'd be a great person for this position. Only those considered for the position will be contacted.