

CPRS Vancouver – Web Master Job Description

CPRS Vancouver is seeking a highly motivated and organized individual to support our board as a Web Master. In this role, you will be responsible for maintaining and updating the content on our website.

Responsibilities:

- Add, edit and delete web content using Unbraco CMS within 24 hours. (Training provided.)
- Ensure all web content requests are up-to-date and accurate.

Qualifications:

- Experience with Content Management Systems (CMS)
- Strong attention to detail.
- **Able to complete updates within 24 hours**

Compensation and commitment

- This is a volunteer role, but pays **\$150 per month, paid out at \$450/quarterly.**
- Time spent on this role should not exceed 2.5 hours per week.

