

APTA Web Administrator

Combine your web skills with your passion for platform tennis.

The APTA is seeking a part time Web Administrator to manage content of its main website, www.platformtennis.org, and assist with a variety of online and web publishing activities. The Web Administrator will work closely with the Executive Director, the Technology Committee and other APTA staff. Through the website and in related activities, the Web Administrator will represent the APTA and the sport of platform tennis to members and the public in an enthusiastic and positive manner.

Our Web Administrator needs to have a work schedule which includes flexibility to respond to tournament news and to time-sensitive announcements such as draw releases. Time spent in any specific week may vary from the average and there will be times during the paddle season that will require intensive focus. Work can be done from any location.

The Web Administrator must take pride in maintaining the best possible website. We are a team committed to helping one another and presenting a top quality product to our members.

The regular duties of the Web Administrator include:

1. Mastering use of the Content Management System (CMS) where platformtennis.org is hosted
2. Keeping the website up-to-date, including: posting and updating content; cropping and correcting photographs; managing the calendar; and maintaining the design integrity of the site
3. Maintaining appropriate branding and fulfilling the APTA's obligations on the website to its advertisers
4. Assisting the Platform Tennis Museum and Hall of Fame with postings to their site
5. Flexible work schedule and flexibility to respond to time-sensitive requests quickly
6. During the season which runs from September through April, it is anticipated that the Web Administrator will spend 10-15 hours a week in these activities, and 5-10 hours per week in the off season.

Duties shared with others, or for which the Web Administrator will be a back-up, include:

1. Posting content to the APTA's other online and social media sites
2. Creating and sending e-mail newsletters and tournament reminders; managing email contact lists; and coordinating related updates to the website
3. Creating and maintaining online tournament entry forms

Skills & Knowledge

- Technical aptitude and relevant experience
- Working knowledge of html and css
- Working knowledge of Photoshop, or an eagerness to learn it
- Working knowledge of Word and Excel
- Excellent attention to detail, interpersonal skills and time management skills
- Comfortable working with time-pressure
- Willingness to take ownership in the work

The Web Administrator will report to the Executive Director, Ann Sheedy. The Web Administrator will track time, report time on a regular basis, and be compensated at an hourly rate. Expenses will be reimbursed in the month they are incurred. The Web Administrator must submit the APTA Expense Form accompanied by the original receipts. The Web Administrator will be an independent contractor and will receive a 1099 at the end of the year (responsible for his/her own taxes). Performance reviews will be done on a regular basis.

Please submit your resume and cover letter to Isabel Cabanne at WebAdministrator@platformtennis.org if you would like to learn more.

Search Committee: Ann Sheedy (Chairperson), Jim Ingle, Isabel Cabanne