

## MALCS Webjefa job position

MALCS seeks a volunteer webjefa to manage our website (www.malcs.org). The Webjefa is appointed by the Executive Committee, is a member of the Coordinating Committee, and serves for 3 years with possibility of reappointment.

### Primary responsibilities

- Maintain, update, and manage the MALCS website. Specifically, the Webjefa will:
  - Perform regular maintenance including updating specific webpages as needed, deleting outdated content, and adding new content as directed by the Executive Committee.
  - Look for and fixes errors, repairs broken links, making certain that all pages are correctly formatted, and other basic upkeep.
  - Create new webpages as directed by the Executive Committee that may include forms, menus, tables, frames, graphics, and other elements as needed.
  - Maintain the website structure and organization including backing up the website, deleting unused files and organizing directories.
  - Make recommendations for design changes to the website as needed.
- Serve on the organization's Communications Team with the MALCS Chair-elect and the Administrative Coordinator.
  - The Communications Team is tasked to develop and recommend to the Executive Committee a strategic and implementation plan to ensure a stable and vibrant community employing communication technologies.
- Coordinate *Chicana/Latina Studies* journal webpage updates with the Lead Editor(s) or her/their designee.

### Skills, Knowledge and Experience Desired

- Webpage design experience and knowledge of good web design (including accessibility)
- Website maintenance experience
- Familiarity with Wordpress platform or other comparable platforms
- Ability to communicate technical information to a non-technical audience
- Ability to take direction and work following feminist principles
- Ability to work independently and organize workflow efficiently

### Other Requirements

- Your own computer with necessary software and hardware
- Attendance at monthly virtual meetings with Coordinating Committee

Work Location: Anywhere

Time Commitment: 3-4 hours/week on average, with 8-10 hours during membership drives and lead up to annual Summer Institute

### Application packet

- Letter of interest which includes information on past webjefa experience

- Resume
- Webpage portfolio

Please send application materials to Dr. Nohemy Solórzano-Thompson, Communication Committee Chair ([nohemy@malcs.org](mailto:nohemy@malcs.org)) with the subject line WEBJEFA APPLICATION – “your last name”

Application review begins **June 16<sup>th</sup>**; open until filled.