

Triathlon Canada

Contract Position – Website Administrator

Starting Date: January 2, 2023 **End Date:** March 31, 2024

Position: Website Administrator

Location: Remote

Remuneration:

- Annual Retainer: \$4,550
- Annual Web Review 2023: \$5,650
- Annual Web Review 2024: \$5,650

ABOUT TRIATHLON CANADA

Triathlon Canada is the governing body of the sport in the country. Triathlon Canada's more than 22,000 members include athletes, coaches and officials from the grassroots to elite levels. Triathlon Canada supports athletes in reaching the Olympic and Paralympic podium, but we also inspire any Canadians who just want to discover what they're made of. Creating a culture of gold medal performances, Triathlon Canada is a national organization dedicated to promoting excellence in the sport. Our team of dedicated professionals are committed to the same expectation we have of our athletes and coaches who represent us: being the best in the field, whether it's on the race course, in the training environment or in the offices and boardroom.

ABOUT THE POSITION

The purpose of this contracted position is to update and maintain Triathlon Canada's website. Key objectives of this position are:

General:

- Day-to-day maintenance of the website
- Regularly reviewing the website for issues
- Ensuring content is updated as needed
- Uploading new documents, removing old documents
- Ensuring English and French pages match

Annual Review:

- Upload content from each department at the end of the season
- Ensure links and API connections are working
- Develop the online race calendar for the coming season

EXPERIENCE AND QUALIFICATIONS

- Strong communication and writing skills
- Experience with Wordpress websites
- Experience with HTML
- Basic experience with photo editing software
- Bilingual in French and English required



REPORTING STRUCTURE

This position will report to the Communications Manager.

APPLICATION

Please send your resume to Christine Cogger at Christine.Cogger@triathloncanada.com by November 30th, 2022.