

Job Title: Webmaster (W)  
Information Technology Manager (IT)  
Regatta Administrator (RA)

Job Purpose: Assist Regatta Manager with the production of sailing events.  
Manager of web development projects, daily maintenance; editor of web content for consistency and quality; manage Club Management Software system.

Direct Report: General Manager / Regatta Manager

Salary Range:

Job Code: Core

Core responsibilities:

1. (W) Edit content for the web to maintain consistency and quality (photos, video, text, and more).
2. (W) Serve as members' liaison to the web. Provide a consistent and easy way for them to get their information updated online, and to increase the likelihood of providing new content, which in turn raises the integrity of the site.
3. (W) Manage and develop individual fleet/group websites as needed.
4. (W) Manage the PastPerfect Museum software in conjunction with the History Committee.
5. (W) Photo editing and graphic design for club events and regattas.
6. (W) Web development for major club events.
7. (IT) Network and server maintenance.
8. (IT) Assist staff with computer issues.
9. (IT) Manage staff email accounts and logins.
10. (IT) Wireless network administration.
11. (IT) Assist ITS representative (currently Managed Solutions) in network, server, and workstation upgrades and development.
12. (IT) Manage the implementation of the Club Management Software and create a working system that integrates all aspects of the club. Coordinate the development of the Marina, Regatta, and Event Management software packages. Assist in data transition to new system.
13. (IT) Develop and manage the registration system for regattas and junior programs.
14. (IT) Develop and maintain the Newsletter / Mailing List e-mail system. Members and visitors can sign up to receive e-mail updates on upcoming events from multiple sources. Create and send out email blasts for all club departments.
15. (RA/W) Develop effective websites for all Regattas and the Junior Sailing Program.
16. (RA) Develop event flyers and promotional pieces. Distribute/email/post as required.
17. (RA) Copy, distribute, and post regatta documents as required.
18. (RA) Compile information for regattas; track and develop event details as required.
19. (RA) Track expenses and code invoices for sailing office and submit them to accounting.
20. (RA) Collect and process regatta related fees as required.
21. (RA) Answer phones and greet walk-ins at Sailing Office
22. (RA) Gather and sort mail for Sailing Office, Race Committee, Protest Committee, Challenge Committee, and Competition Fund Committee.
23. (RA) Maintain a regatta and appointment calendar for the Sailing Office.
24. (RA) Administratively assist club committees and local fleets as requested.
25. (RA) Assist Regatta Manager and Race Committee how and when required. May require bending, lifting, carrying, climbing or pulling assistance on the docks, ramps, or Race Committee boats to facilitate race management duties.
26. (RA) May work as a Race Committee volunteer as needed, especially during large/high profile events. Requires full days on the water on Race Committee vessels and all that comes with managing a race from the water.
27. (RA) Perform any reasonable task as requested by management or members.

Experience required: Experience with MS Word, Excel, Outlook; Adobe Dreamweaver, Fireworks, and Flash ,Photoshop, Pagemaker, Illustrator; HTML, PHP; Online Shopping Cart software, payment gateways, and secure web pages. Ability to work with staff and members from all departments of club's operation. Sailing and/or event coordination experience helpful. Team player, must display aggressive hospitality and command of details. Typing speed of 50 wpm. May require some lifting not to exceed 50lbs. Will require flexibility in terms of both days and hours worked weekly. Two to three years administrative experience required. Prior experience in event planning, hospitality, web, print, and graphic design, software management, and network administration.