



# ROMANCE WRITERS OF AUSTRALIA

## Position Description - IT Coordinator

**Position title:** IT Coordinator

**Portfolio location:** Marketing

**Volunteer commitment:** 3-5 hours per week (approximately)

**Reporting to:** Marketing Manager

### **About us**

Since 1991 Romance Writers of Australia (RWAus) has been helping writers all across Australia (and beyond!) to follow their dreams. We provide support and inspiration while actively fostering opportunities for our members to engage in professional development, network with industry professionals, and pursue excellence in their writing and publishing careers.

### **About you**

As an organisation that seeks to support and educate our membership, we need streamlined access to industry-preferred software and best-practice IT solutions. In your role as IT Coordinator, you'll have a deep knowledge of information technology and web applications. You'll be responsible for maintaining our existing technological infrastructure and looking for ways to improve it, while keeping updated and accessible lists of accounts and passwords. You'll report regularly to the RWAus Committee (through the Marketing Manager) on the actions and projects undertaken in your role.

### **Responsibilities**

#### *Committee*

- Manage and maintain the RWAus official Google Drive. Add and remove accounts, create and edit email groups, and ensure that security measures remain steadfast and simple.
- Be the official contact for and manager of RWAus' IT subscriptions, including but not limited to MailerLite, Shopify, and JotForm.
- Manage RWAus' website, ensuring that all external integrations (eg. mailing list, etc.) remain connected and up to date.

#### *Marketing team*

- Be the first point of contact for updates to the website's content, with all copy being funneled through the Marketing Manager prior to uploading.
- Moderate all RWAus' online community groups, under direction of the Marketing Manager.
- Provide a bi-monthly update on all portfolio activities to the Marketing Manager, for inclusion in the Marketing portfolio Committee report.

### **Goals 2023-2024**

- Complete a stocktake of all RWAus IT subscriptions, programs, and other outgoing

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expenses and prepare a report with recommendations on how to cut IT costs. This should include a review of what plans we currently make use of, whether those tiers meet our current needs, and advise if changes are necessary.

**Skills and experience**

- Current financial member of RWA.
- A working knowledge of the organisation’s structure.
- Ability to develop strong relationships across the organisation.
- Extensive experience with computers, cloud-based software (including Google Suite), and social media platforms are necessary.
- Excellent communication, organisational, and interpersonal skills.
- An eye for detail and data collection.
- Ability to work effectively in collaboration with diverse groups of people to encourage positive communication and commitment to service delivery.

| DOCUMENT CONTROL |                         |       |              |
|------------------|-------------------------|-------|--------------|
| Drafted by:      | President - Louisa West | Date: | 14 July 2023 |
| Approved by:     | RWA Committee           | Date: |              |
|                  |                         | Date: |              |
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|                  |                         | Date: |              |