



Dogwood Pavilion Seniors' Society

Volunteer Assistant Webmaster Position

The Dogwood Pavilion Seniors' Society is looking for an Assistant Webmaster to join a small team of volunteers who support the maintenance of the Society's Website. This role will report to and assist the Webmaster with respect to the development, updating, testing and day to day Website maintenance.

Attention to detail, solid teamwork and communication skills, and strong technical / analytical background balanced with a creative approach would be an asset.

Duties and Responsibilities include:

- Will be backup when the Webmaster is away
- Publish new Web content
- Debug pages and fix broken links or images
- Maintain accuracy and relevance of website information
- Monitor website performance, traffic and user behaviour
- Stay current with Web standards, technologies and digital trends
- Attend meetings as required

Experience and Knowledge:

- Previous experience in website design, development and management
- BSc/BA in Computer Science, Software Development or related field is preferred
- Proficiency in the CMS used by the chosen hosting platform (e.g. Wordpress) is preferred, as well as web technologies such as HTML, CSS, PHP
- Understanding of SEO, web analytics and hosting/server management

You will be required to:

- be a member of the Dogwood Pavilion Seniors' Society (50 plus years of age)
- complete a police criminal record check
- register as a volunteer with the City of Coquitlam

If you are interested in applying for this position, please submit your Expression of Interest and resume, with references, to Marion Anderson at anderson@dogwoodseniors50plus.com by **Monday, October 5, 2026**.