

Webmaster Qualifications

The Southern Minnesota Area Assembly of Alcoholics Anonymous is currently seeking someone to accept the responsibility of Webmaster for the area36.org website. This position is a non-rotating position that serves at the discretion of the Area Chairperson. The length of service is determined by the Chairperson and the person serving in this position. Currently, this person is not required to attend any area meetings – therefore reimbursement is not provided.

The area may provide software in the event that it is determined that the skills needed are present, but the individual does not have the software required.

The Webmaster takes his/her guidance from the Area Secretary, who also serves as the Website Committee Chairperson. The Area Secretary consults with the Area Officers to ensure consistent and principled operation of the website.

The skills needed to become Webmaster for Area 36 are:

- 1) Knowledge of HTML coding
- 2) Ability to work in Dreamweaver or similar HTML editing program (FrontPage or other Microsoft products not accepted due to large amount of extraneous code they produce)
- 3) Working knowledge of FTP protocol for uploading/downloading files
- 4) A working knowledge of, and the ability to troubleshoot JavaScript
- 5) Working knowledge of CSS stylesheet use
- 6) Able to do rudimentary troubleshooting of PHP code
- 7) A basic knowledge of MySQL databases
- 8) Basic knowledge of, and ability to work in, graphics programs such as Photoshop, Illustrator, PaintShop Pro, Fireworks, CorelDraw, etc.

At the present time the primary responsibility is to convert and upload files in the various directories. The secondary task is to edit the current set of pages to add additional content as required (such as calendars, events lists, etc).

The current Webmaster will be moving on to doing special tasks of the site such as a Meeting Locator. However, this should not be thought of as on-the-job-training. The current webmaster will not have the time to do an extensive amount of training, but will be available to help troubleshoot on occasion.

To discuss the possibility of becoming the Webmaster for Area 36, please email: secretary@area36.org or webmaster@area36.org . Please include you're a phone number we can reach you at and we will be glad to discuss this with you.