Wichita Genealogical Society

Open Board of Directors Position
Technology Director
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Webmaster & Systems Manager

➢ Manage & update WGS web pages as required.

➢ Support Membership system and data base for use by Registrar.

➢ Manage Administrative access by Board Members.

➢ Support external Membership database (Vertical Response)

➢ Manage Zoom subscription and assist in meeting setups.

Overview

WGS licenses a complete web and integrated membership management system from WildApricot (www.wildapricot.com) a leading membership management software provider. Web updating is accomplished through a template and menu system. Complete training will be provided.

Tasks

The Technical Director manages many aspects of the WGS website and membership management system.

- Manage & update web pages including calendar of events and important news and notices.
- Support the Registrar with technical assistance when required for the membership subsystem.
- Familiarity with database structures & queries will be helpful. Training provided.
- Assist presenters with audio/visual connections.
- Maintain a list of system usernames/passwords.
- Greater detail will be provided to interested persons.

Qualifications

- Proficient with web concepts building and editing a template-based web site.
- Understanding of database concepts for troubleshooting, saved searches, and reporting is helpful.
- General familiarity with computer systems and ability to troubleshoot challenges.
- Ability to solve problems encountered by users.

Join US

Contact Fred Knoblauch about the position. Become a part of the Wichita Genealogical Society and help us offer great things.

For more information, contact Fred Knoblauch, President at 316-218-2783 or email at President@wichitagensoc.org.
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