

Website Coordinator – role description

Background:

The NZGS website (www.nzgs.org) is a central platform for communication, knowledge sharing, event promotion, and professional development within the New Zealand Geotechnical Society (NZGS). It serves as a hub for members, providing access to key resources, news, and updates from across the society's activities.

The **Website Coordinator** plays a vital role in ensuring the website remains accurate, engaging, and up to date. They will work alongside the **Website Administrator** (external provided), who manages the backend of the website and addresses technical issues.

We are not looking for an IT expert, but rather someone enthusiastic and keen to contribute to making NZGS better for all members.

Who should apply

This role is ideal for NZGS members who are organised, detail orientated, and enthusiastic about improving communication and knowledge sharing within the geotechnical community.

You should consider applying if you:

- Have good written communication skills and an eye for accuracy and clarity.
- Are comfortable using online content systems or keen to learn (full training will be provided).
- Enjoy collaborating with others and helping present information in an engaging way.
- Are proactive and willing to identify opportunities to improve how NZGS connects with its members.
- Are looking for a meaningful way to contribute to the Society's success and gain insight into its national operations.

Understanding on how website operate is not required — enthusiasm, reliability, and a willingness to learn are the key attributes for success in this role.

Why apply for the role

In this role, you will:

- Play a key part in ensuring that NZGS news, events, resources, and opportunities are effectively shared with members.
- Gain valuable experience and skills in digital communication, coordination, and content management.
- Collaborate with the NZGS Management Committee, Website Administrator, and other professional working groups.
- Expand your professional network across our industry.
- Strengthen your professional profile through direct involvement in national level activities.
- Sit on NZGS Committee Management Committee and have a voting right.

This is a rewarding volunteer role that makes a real difference in how NZGS engages with its members and promotes the profession. Participation in the NZGS Management Committee also provides insight into the Society's strategic direction and the broader challenges and opportunities facing the geotechnical profession.

Role objectives:

1. Maintain and update website content to ensure accuracy, consistency, and relevance.
2. Support NZGS committees and working groups by publishing new content and event information in a timely manner.
3. Ensure the website effectively communicates NZGS news, professional opportunities, and resources to members.
4. Collaborate with the Website Administrator and other NZGS team members to continually improve website functionality and user experience.

Tasks and expectations:

- Attend and participate in management committee meetings. These are full day meetings 4 times a year, but at times may also include shorter online meetings. Reasonable expenses are reimbursable, but time is not.
- Assist with input and maintenance of website content, including news articles, event listings, training materials, and updates to pages. Training will be provided on how to use and update the website.
- Work closely with NZGS teams (e.g., Training, Branches, YGP) to gather and publish information that supports their activities.
- Coordinate with the Website Administrator on website functionality, design improvements, and troubleshooting.
- Ensure website content aligns with NZGS branding, editorial standards, and strategic communication goals. Good written communication skills are essential.
- Proactively identify and flag outdated or missing content, suggesting improvements and updates.
- Post updates related to NZGS initiatives, conferences, and events, ensuring visibility for all member groups.
- Support the online promotion of NZGS resources and activities, potentially including integration with newsletters or social media.
- Attend NZGS management committee meetings and report on website activities as needed.

Time Commitment:

- Approximately 3–6 hours per month, with flexibility depending on content needs and scheduled events.
- Attendance at occasional online committee or support meetings may be required.
- The role is a 2-year term.
- Reasonable expenses are reimbursable, though time is voluntary.

For Further Information

Please contact the chair@nzgs.org for any questions.

To apply send the nomination form to secretary@nzgs.org.

Website Coordinator

Full name of nominee	
Professional qualifications	
Occupation	
Employer	
City/Town	
Engineering NZ member (yes / no)	

Describe your motivation, vision, and goals for the role (max. 300 words)

Acknowledgment of Role Commitment

- Commit to a **two-year term**, devoting approximately 3–6 hours per month to managing and improving website content.
- Attend and participate in NZGS Management Committee meetings (four per year, generally one day each, with additional shorter online sessions).
- Understand the responsibilities, tasks, and expectations associated with the NZGS Website Coordinator role listed above.
- Will work collaboratively with the NZGS Management Committee, Website Administrator, and other relevant groups.
- Agree to represent NZGS professionally and uphold the Society's values and standards.

Nominee:

Name:

Signature: