

# TECHNOLOGY DIRECTOR

1. Manage the maintenance of PA's website, including:
  - a. planning for and coordinating the periodic updating of the website,
  - b. showing other directors how to maintain their own particular webpages and/or maintaining some pages directly using the available toolset,
  - c. working with a contracted IT developer to ensure ongoing website fixes and backup,
  - d. planning for and implementing ongoing IT contractor support for the website, and
  - e. working with Directors and the IT contractor to plan, design and implement additional webpages.
2. Administer videoconferencing (Zoom) use and show interested PA Board members how to effectively use this tool.
3. Manage and administer the PA Board's use of Google tools to:
  - a. assign gmail (pickleballalberta.org) email accounts,
  - b. store, share and manage key PA information using Google Drive.
4. Budget for and report on annual IT expenditures and maintain licensing for technology tools.
5. Periodically review available IT tools and assess opportunities to evolve the toolset and move to more beneficial technologies.
6. Provide the PA Board with periodic updates on the status of technology use and development.

## Knowledge, Skills and Abilities

### Mandatory

- A passion for helping other & an interest in helping pickleball clubs
- Experience with personal computing & other technology systems
- An interest in learning more technology skills
- Ability to effectively communicate orally & in writing

### Desirable

- Board experience
- Business management and strategic/annual planning experience
- Not-for-profit organization experience
- Ability to articulate ideas, opinions, rationales and comments in a clear, concise and logical manner
- Proficiency with Zoom, G-Mail and Google Drive
- Experience with website hosting, WordPress and Elementor
- Experience with IT contracts or contract management
- Well organized
- Effective working with a team as well as independently

Candidates are not expected to initially be proficient in the use of any specific technologies. Proficiency is desirable but not mandatory. PA has the resources and experience to effectively train and provide back-up and on-going support to anyone interested in gaining this experience. (So if you'd like to be more proficient in any of these areas, this is a great developmental opportunity.)



*Pickleball Alberta is dedicated to promoting and advancing the sport of pickleball across the province. We are seeking a passionate and experienced individual to join our Board of Directors as:*

!



## Technology



2 year commitment



Help Grow Pickleball



Create an impact.



Make a difference!



*If you are prepared to make a meaningful impact on pickleball in Alberta and are interested in joining our team, kindly submit a brief biography below.*



## Volunteer!



780-241-0640



technology@pickleballalberta.org



www.pickleballalberta.org