

Webmaster Job Description

1. Good English composition
2. Writing clear and concise text
3. Proficient in MS Word
4. Proficient in basic Photoshop Elements: e.g. cropping, enhancing colors, use of contrast and sharpening, straightening and sizing of photos, saving photos for web
5. Uploading photos and text
6. Use of Wordpress dashboard: inserting media and text into post or page, formatting text in a post or page, creating internal and external links, updating the calendar, eliminating spam, creating parent and child pages, managing comments, making pages and posts public
7. Understand the difference between a post and a page

Cathie Walker is the person who set up the website and if there are problems, then she is the person to contact. Her email is: cathie@sillygirl.com