

Web Project Administrator

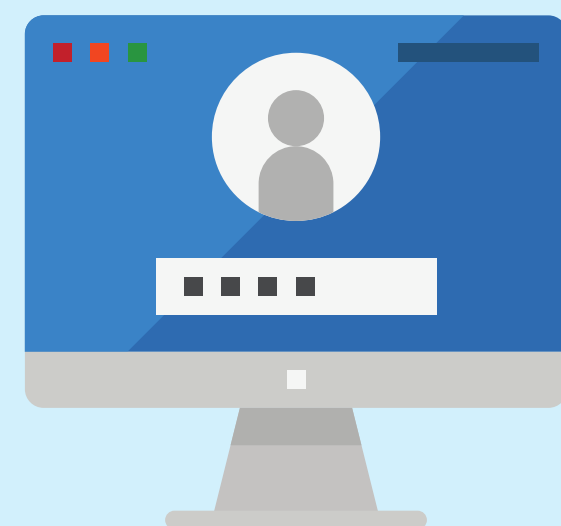
Drupal Website

Is responsible for the website (updating FB events, news, board, etc, and maintenance)



Administrator

Is the administrator of the mailing lists and the Slack



Assist

Assists the board members with any IT related tasks



Facebook

Is responsible to manage the Facebook page, the Facebook groups and to create a WhatsApp group at the start of the semeste



Google Admin

Is responsible for maintaining the Google Suite of ESN Jyväskylä (email addresses, password, etc)



Requirements

Adequate knowledge of IT, willingness and ability to learn new things and adapt, good knowledge of English, graphic skills are a big plus.