



Association of British Women in Malaysia

Technical Support

Responsible for managing ABWM systems, including Google Workspace, Drive, Google Forms, emails, ABWM website, ABWM Domain and Cpanel maintenance. This includes assisting committee members with any technical support for their own ABWM accounts and managing security of google workspace.

This role requires liaison with all committee members and would suit someone with previous experience in managing systems and websites. The role also serves and contributes to the running of the ABWM Committee, which meets on a monthly basis.

Responsible for:

1. Website/Domain - Reportable to Chair

- Creation of ABWM website
- Maintenance of the website to ensure constant presence.
- Liaise with Host Provider, Domain registry and SSL on a annual basis to ensure constant subscription to relevant packages
- Review cost periodically and report to Chair and Treasurer
- Deal with server or any technical issues relating to site
- Liaise with other committee members where necessary to update information, offers and events etc.

2. Email/Google Workspace - Reportable to Chair

- Procure, set up and maintain Google Workspace for non profits via Techsoup Malaysia
- Monitor security and its administration from the GW dashboard
- Deal with any technical issues from committee members
- Assist where needed in transferring emails and files to new address/drive
- Create new email addresses when required
- Maintain shared drive files for the use by all committee members
- Create Google Forms as required by Chair/Committee Members for events or other purposes, e.g membership.

3. Miscellaneous

- Administrator for Association facebook page - add content when required
- Administrator for Association facebook private group - add and manage members, add content.
- Create any marketing materials e.g flyers, as and when required to by committee members
- Ensure Techsoup Malaysia membership is maintained - thus allowing further and continuing non profit discounts, e.g. Google Workspace, website hosting.
- General assistance on technical issues/questions from committee members

Charity - Support - Fun

Founded 1975

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