

ROTARY INTERNATIONAL DISTRICT 5150
JOB DESCRIPTION

DISTRICT WEBMASTER

ROLE:

To establish and maintain a high quality of content, design and web presence for the Rotary District 5150 sites. This includes the design, development and maintenance of web site content, eBlasts, calendar events, analytics, some forms of registration, user accounts and other requested tasks that come from the District Governor and their staff.

RESPONSIBILITIES:

To facilitate all aspects of the main District site and Outward Facing site with approval/direction from the District Governor. This ranges from ongoing Club support to District oriented website updates. This includes but is not limited to managing the following:

- Updating content across the District and Outward Facing sites as needed (current frequency is several times a week)
- Post updates to user account as requested for members (contact info, user name, password)
- Posting events to the District Calendar
- Posting news to the home and stories page
- Registration for free events,
- Work with team on events with paid registration to confirm integration with District site.
- Provide several onsite classes on how to update and manage ClubRunner sites along with several other relevant tools from analytics, registration, content management to options for managing events/on site payments and so on.
- Constructing and sending all District eBlasts to all members and manage the opt out list.
- Ongoing Club level support:
 - General questions, user accounts, events, registration, ClubRunner and eBlasts,
 - How to conduct updates on their site.
 - Requests for posting content to the District site.
- Take site form submissions and directing them to the correct people
- Consult with District Governor on new techniques and technologies to fit their vision
- Other tasks are based on what the current District Governor has envisioned for their year.

QUALIFICATIONS:

Must be an active member in good standing of your Rotary Club for at least 3 years.

Having held a leadership position on the Club or District PR Committee is desirable.

Must have significant experience in developing and managing websites.

Having solid knowledge of Rotary and what is needed to make the website useful for Club Members is critical.

TERM OF OFFICE:

3 Years at the discretion of the standing District Governor.