



MD Website Administrator

MDW

Job Title:	Multiple District Website Administrator	Job Category:	National
Reports To:	Council of Governors via the PR & Communications Committee	Duration of Role	Three Years
Location:	N/A	Travel Required:	No
MD Budget	Yes, Rules of Audit apply	Position Type:	Voluntary
Date Posted:	July 2020	Posting Expires:	Jun 2023

Job Description

Role and Responsibilities

Lions Clubs NZ Website

Maintenance and updating of the website including;

1. Working closely with the PR & Communications Committee to;
 - a. Ensure the website is well presented, current and factual, and presents a view of Lions consistent with the Councils policy.
 - b. Report any issues or concerns and any opportunities for improvement regarding the website.
 - c. Monitor and report on system security and website statistics.
2. Assisting MD Projects, Trusts and Foundations with advice on planning and developing their digital communication approach, including responding to requests for changes and making changes as appropriate.
3. Maintaining instructional notes, procedures and records to enable the MD Office to manage the system in the absence of the Website administrator if required.
4. Uploading information from District Webmasters as and when required.
5. Working with any suppliers contracted to the MD to develop the Website.
6. Management of Google AdWords; use, grant, and campaigns to drive new members and donors to our site.

MyLCI

Support Lions Clubs Members and District Webmasters with MyLCI queries, training and documentation.

Reporting

1. Report progress to the Council of Governors Meetings (via the MD Secretary). 3 Meetings a year August, November and April.
2. Annual report for members (via the MD Secretary) for inclusion in the MD Convention report booklet.

Qualifications for Role

1. Strong knowledge of website content management systems.
2. Experience in utilisation of digital communication tools.
3. Experience in maintaining a website for an individual, club or organisation.
4. Experience in making adjustments to software using html and CSS.

Preferred Skills

1. Excellent communication skills, including identifying audiences of communication and focusing concise effective web content for those audiences.
2. Skills in image software including being able to reduce, enlarge and correct colour, contrast etc.
3. Highly organised approach to managing competing priorities. Self-motivated person with the ability to manage the competing demands of various stakeholders. Capable of working with a range of people and willingness to listen to, and communicate with, members of other Committees.
4. An optimistic and positive approach and resilience in dealing with stakeholder demands.

Document Owner:	MD202 Council of Governors
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Related Documents:	