

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:	