

California Lions Multiple District Four



MD4 Website Manager Job Description

JOB SUMMARY

Responsible for maintaining Multiple District 4 (MD4) website(s). Oversee the functionality of the website(s), evaluate and manage website(s) performance, facilitate hosting and server(s) management, and develop, maintain and update website(s) content. Oversee and coordinate connections between social media and website(s) links. Manager will work in collaboration with the Marketing Communications and Information Technology Committee members and other committees as assigned.

The MD4 Web Manager (lead information technology member) assigns tasks to the information technology members of the committee; reviews progress and provides direction and assistance needed to accomplish goals. Requests assistance from committee members and Lions throughout MD4 to address constraints and barriers to the achievement of goals.

Reports to the Council Chairperson (CC) and Council of Governors (COG). Is a member of the Marketing Communications and Information Technology Committee.

Roles and Responsibilities

- Plan, implement, manage, monitor and upgrade the MD4 website(s) in collaboration with the MD4 Administrator.
- Work closely with the MD4 Administrator, Council Chairperson, and Council of Governors to ensure the website(s) is/are well presented, current, factual, and presents a view of Lions consistent with the Lions Clubs International and the Council's policies and goals.
- In collaboration with the MD4 Administrator regularly update and ensure content and images accurately reflect all Districts.
- Ensure all links are functional and appropriately directed.
- Monitor system security; regularly monitor statistics for unusual behavior.
- Highlight to MD4 Administrator and Council Chairperson any issues and/or concerns regarding the website(s). Report opportunities for improvement and /or enhancement to Council Chairperson and the Council of Governors.
- Work with suppliers contracted by the Multiple District to develop and update the website(s).
- Add new pages in collaboration with the MD4 Administrator as required or requested by the Council Chairperson.
- Ensure the web server(s), hardware and software are operating accurately.
- Respond to updates and requests for changes within 48 hours.
- Respond to emergency/critical issues within 2 hrs.
- Work collaboratively with Marketing Communication Information Technology Committee members. Provides but is not limited to: cross-training committee members assigned to information technology, delegating tasks, following up on assignments, and assuring committee members are able to backup Web Manager in absence or emergencies.



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- Ensure the training of a successor.
- Ensure website is properly backed up.
- Submit quarterly reports to the Council of Governors.

Qualifications for Role

- Strong knowledge of website content management systems
- Experience in utilization of digital communication tools.
- Experience in maintaining a website for an individual, club or organization.
- Experience in making adjustments to software using html and css.
- Excellent written and verbal communication skills.
- Skills in image software including being able to reduce, enlarge and correct color, contrast etc.

Preferred Skills

- Excellent communication skills, including identifying audiences of communication and focusing concise effective web content for those audiences.
- Highly organized 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.
- An optimistic and positive approach and resilience in dealing with stakeholder demands.

TERM

Three years; selected by the Council of Governors. Pending a performance review at the end of each year, Council of Governors have the option of reopening and filling the position for the upcoming year. Limit to no longer than 3 consecutive years.