SCM WEB COORDINATOR JOB DESCRIPTION

I. Purpose

The Strawberry Creek Meeting Web Coordinator facilitates the Meeting's electronic communications by providing technical administration and maintenance of the Meeting's web site and email list. As ex-officio member of the Electronic Communication and Resources Workgroup in the Communications Committee, the Web Coordinator works with the committee to ensure that all online information and resources are current, that all Meeting policies on electronic communications are being observed, and that all members and attenders have appropriate access to the Meeting's electronic resources.

II. Term length

Term length is for one year, June through May, following the Meeting's nomination schedule. Terms are renewable.

III. Desirable Qualifications

The Web Coordinator should have a basic understanding of how to maintain HTML webpages. Currently the website uses flat HTML pages, but we are open to moving it into WordPress or any other tool the Web Coordinator is comfortable using. With primary responsibility for adding people to the Meeting's email listserve, the Web Coordinator should be an active member or attender who is familiar with other Meeting members and attenders. Other members of the committee can help in this regard.

IV. Responsibilities

- Maintain the Meeting's website, updating it as needed.
  (http://strawberrycreek.quaker.org/)
- Make sure it accurately reflects Strawberry Creek Meeting.
- Job Descriptions: These are in PDF files on the website. Additionally, we want to have Word documents stored on the server so that committees can get them from you for ease of updating.
- Assist members and attenders with gaining appropriate access to the Meeting's listserve.
- Be a contact for members who want to electronically post information.
- At end of the term, coordinate with the incoming Web Coordinator and Clerk of the Communications Committee to transfer the relevant information, including passwords, site tools, processes, pending to-do items, and training needs.
- At the start of the term, update the Web Coordinator email address in the mail-to link on the homepage. Ask the out-going Web Coordinator for any assistance. This task will assure that all of the relevant information has indeed been passed on.

Approved November 13, 2016