DISTRICT 5130 WEBMASTER

ROLE:
To establish and maintain a high quality of content, design and web presence for the Rotary District 5130 sites. This includes the design, development and maintenance of web site content, eBlasts, calendar of events, analytics, some forms of registration, user accounts and other requested tasks that come from the District Governor and 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.
- Post updates to user account as requested for members (contact information, user name, password).
- Posting events to the District Calendar.
- Posting news to the Home and Stories Pages.
- Registration for events.
- 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, DACdb and eBlasts.
    - How to conduct updates on their site.
    - Requests for posting content to the District site.
- Consult with the District Governor on new techniques and technologies to fit their vision.
- Other tasks as requested by the District Governor.

QUALIFICATIONS:
Be a member in good standing of a Rotary Club for at least 3 years.
Have had a leadership position on the Club or District PR Committee is desirable.
Must have significant experience in developing and managing websites.
Have a solid knowledge of Rotary and what is needed to make the website useful for Club Members.

TERM OF OFFICE:

3 years--at the discretion of the standing District Governor.