

## Web Administrator Position Required for Area 78

### Job Description:

Area 78 has two Web Administrators who approve (according to website guidelines) and post all Area events and group meeting changes submitted to the website. These positions are a two year term with an option to renew upon approval of the committee. In addition to maintaining the Public and Private download sections of the website, the Web Administrators keep updated contact information on the District Committee Members and Area 78 Committee Chairs. They work on a monthly rotating coverage schedule, to receive inquiries by email and make changes or post events to the website. We have to react to and post requests within 24 Hours.

### Requirements:

- More than just a basic knowledge of website experience.
- Not of a high degree of technical expertise is required.
- Should possess the ability to navigate around the Area 78 website, receive emails and make changes to meeting information or Event postings.

Apply To Eservices Chair; via email [eserviceschair@area78.org](mailto:eserviceschair@area78.org)