

## ***Job Description***

### **Website Coordinator**

**Accountable to: Internet Committee**

#### **Responsibilities:**

- 1) Oversees design and maintenance of the website(s) and, in conjunction with the hosting site, endeavors to keep the site active and running an average of 99% of the time.
- 2) Promotes harmony and cooperation among webmasters and the Video/Media Producer to best accomplish the tasks at hand.
- 3) Arranges for the service fees for the website to be paid monthly or annually in a prompt manner.
- 4) Ensures updates of the website occur at least monthly and that content is kept fresh.
- 5) Ensures that pirated software, offensive material or other materials inconsistent with the aims of the Church are NOT included on the site(s).
- 6) Ensures that the content of the website accords with the vision and missions of the Internet committee and approved by committee action.
- 7) Answers mail directed to the website or re-directs it to the appropriate Committee member(s) or Internet Committee chairperson.
- 8) Keeps in contact with the Internet Committee Chairman. This chairman will have all the passwords and run the website in case of illness or absence of the Coordinator or Webmaster(s).
- 9) Coordinates with the Video/Media Producer as to ensure archived video is properly available on the website.
- 10) Provides website statistics to the Internet Committee monthly.
- 11) Obtains domain names as directed by the Internet Committee.
- 12) Arranges for the domain name registration fee to be paid annually in a prompt manner.
- 13) Sets up electronic mailing lists on the church website as directed by the Internet Committee.