



Muir Lake Community League

Job Description – Website Editor

Position Title	MLCL Executive Officer (voting position)
----------------	--

No experience required; strong IT background preferred.

Instructions for Website Editor

- Receives information from the board for updates, or if volunteers are needed to advertise on the Website. (Works with the Social Media Coordinator to roll out updates)
- Receives approved advertising from the Events and Sports Coordinators.
- Ensure an updated presents on the website.
- Responds to questions on the website, if unsure of response will forwards to appropriate coordinators.
- Updates JotForm online forms yearly or when required, prints out reports, creates new forms, uploads data to the google shared drive. (Sports, Events, Rentals, Treasurer and Memberships all use JotForm)
- Tracks all passwords and account
- Updates google drive, resets passwords for emails, etc.

Perks for Website Editor

- Free MLCL membership for the following year.
- One Free rental on a Sunday (Not June/July/August), or a weekday in the summer.
- Board members will not pay a fundraising fee on Kid's sports
- Get one free ticket on an event during the year (excluding MLCL BINGOs).