

Madison Friends Meeting Web Clerk job description

Updated 9/2/2020

The Web Clerk is responsible for administering the Meeting's website, assisted by the Communications and Technology Committee. Given that the Meeting website is our public face in the digital world, the Web Clerk along with the Communications and Technology Committee will take direction from the larger Meeting in regards to the content of our website.

Tasks:

- Post relevant items to the website from the weekly announcements and business meeting and as requested by clerks, members and committees. Most often this is updating the upcoming events post that is on the home page, and creating an Event. Usually weekly.
- Note when website content or potential content varies in substance from the type of information we generally post, and bring it to business meeting for consideration.
- Update other website content that is not specifically delegated to a committee or other member of the Meeting community. Not often. An examples is updating the committee members list when members or conveners change (in private content).
- Connect with Quaker Cloud support if there are technical issues with the website.
- Respond to requests to access to private content. Approve if someone is clearly connected to MMM. If not sure, send email (script provided) to verify.
- Assign administrative permissions to committee site administrators for their committee sites when committee members change, and to anyone else who is authorized to post content to the main MMM website. Send pre-written instructions. Not often, usually on request.
- Receive emails sent from the website and respond or forward as appropriate.
- Serve on the Communications and Technology Committee.

The Web Clerk will work with the Communications and Technology Committee on developing procedures for keeping the site up to date, managing appropriate levels of access to content and empowering members to use the site more effectively.