

Lincoln County Master Gardener Website Manager Responsibilities

Position Description

As Website Manager, your primary responsibility is to manage all aspects of the LCMGA website (orcoastmga.org). This includes:

- Adding or updating content
- Managing blog posts
- Maintaining the subscriber contact information
- Promoting meetings, classes, and events to LCMGA members and website subscribers
- Administering access privileges and passwords
- Training new users and supervising content providers
- Developing new features using the Wix editor functions

The total time Lincoln County Master Gardener Website Manager spends volunteering in this role will count towards volunteer hours for recertification. For example, if you spend one hour a month completing website manager responsibilities, you will receive 1 hour of volunteer credit every month.

Requirements for Becoming a LCMGA Website Manager

Lincoln County Master Gardeners are eligible to be the website manager if they meet the following requirements:

- Be an active or associate member of the Lincoln County Master Gardener Association and in good standing with the Master Gardeners
- Have previous website management experience or willingness to learn
- No coding required but some understanding of general website operations is necessary
- Sufficient availability to keep site content updated

The Role of a LCMGA Website Manager

The website manager helps to promote the Master Gardener mission by ensuring members and the public have access to accurate and timely gardening information. The website manager contributes to educational programming, membership coordination, public outreach, and social media content provisioning.

General Timeline

This position requires 10 hours per month.

Useful Links and Documents

- LCMGA website manual (in development)
- Wix support (<https://www.wix.com/contact?subOptionId=Other52490.com>)
- Wix training academy (<https://www.wixtrainingacademy.com>)