

AMGA Website Manager: Job Description and Timeline

Responsibilities:

- Responsible for updating information on the AMGA website.
- Coordinates with the website vendor to develop and maintain the website vendor to develop and maintain the website format.
- Solicits content material from various sources.

Due Date	Tasks
As Needed	Update pages and content: • Have web designer update pages or send completed updates to web designer for posting • Add, amend or delete content as needed (Advanced MG, CES, Links, Conferences, Board of Directors page, etc.) • Make corrections in content, or coordinate appropriate volunteers to do so & submit for publication • Add new content when available; coordinate with volunteers for new content (i.e., Plant Culture Tips, etc.); encourage volunteers. • Yearly check of pages for updates (after elections, etc.)
Monthly	Update Monthly Calendar, Newsletter: • Submit monthly or quarterly Event calendar (pdf) • Submit monthly newsletter • Update Photo Pages • Gather and store photos from various sources • Resize photos and email to the web designer for publication
As Needed	Manage Ask a Master Gardener Emails, and general questions from the website email link: SUNSETTING ASK A MASTER GARDENER, Board is trying to find a "contact us" solution. • Gardening questions that are sent to AMGA from the website are forwarded to the AMGA@alaska.net email from the Web designer. • The email is then forwarded to whoever is responding to questions from the public. • The responder replies to the questioner and 'CC's' a copy to the manager. The original question, along with reply received, is archived in an 'Ask a MG' email file. • Respond to every email sent to the manager (either through Ask a MG or from the link), answering questions if able, or forwarding emails to appropriate experts in the field of the question.

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