

Area 53 Web Administrators

Area 53 created the web administrator and alternate positions in 2017 for website upkeep and email services. These positions are elected every two years in September in even years (like 2022) for a two-year term starting the following January (like 2023). These are volunteer positions; there is no compensation for work performed.

The Area 53 website is: area53aa.org. It is hosted at GoDaddy and uses the WordPress platform. Email services are managed using the cPanel tool. The annual budget is \$600 for domain renewal, hosting services, and plugin support renewal. Expenses for attending the annual mini-conference are reimbursed as well as other travel, lodging and conference fees if pre-approved. The estimated level of effort is 2-4 hours per week for both positions. Response time expectations for website service requests is typically 2 to 4 days (within one week or less).

These two roles and their requirements are similar as would be commonly done in any other industry. There is nothing unique about the area's requirements. A team of two persons with experience in website administration and email systems will easily be able to handle the workload to support the area officers, committees, districts, and groups. There are other AA organizations in central Ohio with well managed websites: Area Corrections Committee; Central Ohio Group Fellowship; and Ohio Young People of AA.

The area web team is tasked with a wide range of administrative tasks, including designing, developing, maintaining, and troubleshooting the area website. They are also responsible for creating and updating content, maintaining an event calendar, send news emails, implementing security, and sorting out issues with plugins and tools. Based on experience, it is recommended that both the web admin and the alternate web admin be able to perform the same duties and responsibilities and have the similar skills and experiences.

Job Description

Duties and responsibilities

- 1) Update and maintain the area website including, but not limited to, area news, calendar of events, district and committee pages, assembly reports, information pages and archives.
- 2) Maintain and renew domain names and hosting services.
- 3) Update and maintain the area email addresses and email lists.
- 4) Create, maintain, and publish digital newsletters and subscriptions.
- 5) Coordinate with the area registrar to upload a list of current groups to the website.
- 6) Coordinate with the area secretary to upload the agenda and other handouts for quarterly assemblies.
- 7) Provide online event registration services for area quarterly assemblies and area annual mini-conference.
- 8) Provide for on-line event payments and group contributions using PayPal.
- 9) Ensure the privacy of member data stored at the website.
- 10) Prepare and report to the Area Assembly on the uses and plans for improvements to the website.

Recommended skills and experiences

- 1) Fluency with WordPress as well as these plugins: The Event Calendar, MailPoet, Gravity Forms, and TablePress.
- 2) Fluency with cPanel for managing email accounts and email forwarding services.
- 3) Proficient with Microsoft Office tools including Excel and Word.
- 4) Understanding how to integrate PayPal for secure payment processing.
- 5) Ability to create PDF documents from Word, Excel, images, and other formats.
- 6) Thorough understanding of website design and administration.
- 7) Some analytical and problem-solving skills.
- 8) Good verbal and written communication skills.
- 9) Excellent organizational skills and attention to detail.

If you have questions about the duties and responsibilities or the skills and experiences or want more details on the tools and software used for the area website, please email: contact@area53aa.org