

Position: Webmaster/I.T. Administrator

Board Meeting Location:

Whole Foods Market
353 E Broadway
Eugene, OR 97401

Board meetings: 2nd Saturday of every month, 10am-12pm

Expected Service Length: August - June

General Requirements

- Computer with internet access
- Knowledge of Google Drive and Google Email
- Ability to receive/send text messages
- Facebook account (or willingness to create one to communicate with our private board group and the secret Tiny Tots group)
- Good organization and communication skills
- Ability to multitask and follow through

Tiny Tots provides a work Google email account with access to Google Drive

All Board Members

- Attend most monthly board meetings
 - Complete the meeting notes related to your role for every board meeting
 - Fulfill responsibilities in a timely manner specific to your role
 - Communicate with the board to brainstorm, solve problems, help each other, etc.
 - Help with member orientation, open house, events and fundraisers as needed
 - Give tours as needed
 - Open/close/clean the site as needed
 - Attend 2 board meetings in August to prepare for opening TT in September - 1 meeting is to physically set up the site
 - Help take down TT in June (ideally twice - at the beginning of your time on the board and at the end of your year on the board)
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Position Specific Requirements

- Daily: check email
 - Every couple of days: check Enrollment Spreadsheet and Facebook
 - Weekly: Update website
 - Heavily utilize Google Drive, apps and tools
 - Create and maintain email addresses, lists, groups and phone tree
 - Create spreadsheets and forms, as needed
 - Create documents and folders, as needed
 - Organize for easy navigation and usability, as needed
 - Establish passwords and administer to board members
 - Send FB invites and maintain members of Secret Group page
 - Update/change/maintain Tiny Tots website
 - Troubleshoot and solve issues for members and Board members within a timely manner
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Time Required: approximately 8-12 hours/week during busiest time; 1-2 hours/week during slowest time