

Key Responsibilities

- Provide admin support to the Gold, Silver, Bronze and Blue (GSBB) clubs
- Monitor clubs@tellicolife.org email for requests from clubs
- Update or add calendar entries as requested
- Update or add website articles as requested
- Create annual letter to the clubs regarding next year intentions, record response, change profiles if necessary
- Create annual invoices for all clubs.
- Set up new clubs based on requirements: profile, article, logo, events, circles, elists, etc as needed. Invoice new clubs.
- Ensure GSBB documentation is reviewed regularly and is accurate
- Keep Files in Dropbox folder for Training and use as logos and templates: this is a shared folder and must be treated as such
- Train new GSBB Admins

Skills Required

- Ability to work with Customers with differing understand and knowledge about computers and web-based systems, and differing needs based on their club's interest.
- Comfortable with using web-based applications
- Ability to process word and pdf documents
- Good interpersonal and communication skills
- Word Press or other WYSIWYG editors are a plus, but easy to pick up.

Time Commitment

- Initial and ongoing training As needed
- Monitor [Clubs@tellicolife.com](mailto:clubs@tellicolife.com): Daily 5 min to 1 hour depending on issues
- Monthly TellicoLife Core admin team meeting: 1 hour, once a month

Activity	Frequency	Time
Attend monthly TellicoLife Admin meeting	1 day per month	1 hour
Attend monthly TellicoLife core team meeting	Monthly	1 hour
Monitor CLUBS@tellicolife.com email	Daily	5 mins to 1 hour per day depending on issues
Set up & Maintain GSBB Clubs		
<ul style="list-style-type: none"> • Set up new clubs (profile, logo, circle, elist, etc). 	On request	Depends on features
<ul style="list-style-type: none"> • Create calendar entry & form 	On request	Depends on complexity
<ul style="list-style-type: none"> • Update club articles 	On request	Depends on complexity
<ul style="list-style-type: none"> • Send invoices 	Annual	4-5 hours
<ul style="list-style-type: none"> • Update calendar entries 	On request	Depends on complexity
<ul style="list-style-type: none"> • Letter request to review club info for next year 	Annually	1 day to send all emails ? gather return data