

MOA Website Content Manager

Position Description

The Website Content Manager position will be responsible for creating and organizing officiating information and facts/data for our members to seek as a first stop for officials looking for answers to their general questions.

The person fulfilling this role will work directly with the MOA Board and the existing website technical support resource. This is a new position for MOA as the association recently revamped the website offering and improving website infrastructure and its base technology. This role has a \$350 per year stipend.

Position Requirements

- Ability to create content that is easy to consume and readily available on the MOA website.
- Timely communication with the MOA board and the website technical support person is a must. This may also include interaction with the MSHSL on an as needed basis.
- Develop a strategy for website learning tools for all officials would be desired including videos, a Q&A section, links to articles including other referee sites like NFHS and the MSHSL as appropriate and officiating blogs.

- Must work with MOA members to gather their feedback about what they want to get from the website and then implement as necessary to achieve high levels of satisfaction.
- Keeping the site fresh and up to date with general information as well as sport specific notifications on a timely basis is an important responsibility of this position.
- Future growth of the position may involve assuming the duties for technical support of the entire website once comfortable with the content portion of the position.

Please submit a letter of position interest and your resume to Tom Gillund by December 1, 2025. Please clearly identify the skills and technical abilities you possess for such work. Also include your ideas regarding the strategy and future vision of the website.