



News List Manager Job Description

The manager of the news list is responsible for the smooth operation of KB-L the organizations news list service. Reports to the Education Director.

Duties:

Maintain the smooth operation of the news list
Provide discipline for the subscribers of the list, to ensure a certain level of decorum on KB-L.
Monitor all postings
Add or remove subscribers
Other duties as assigned

Core Competencies:

Be proficient in: The technical aspects of running the news list, be able to manage conflict among subscribers, be able to maintain order when discussions get out of hand.
