

Google Applications Leader

Job Description

The Friends of Sleeping Bear Dunes uses a variety of Google products to conduct business and communicate with our stakeholders. Efficient use of these products is critical to the effective operation of the organization.

These products include:

- Gmail
- Google Documents
- Google Drive
- Google Groups

The role of the Google Applications Leader includes setting up user accounts and training of our volunteers.

The duties of the Google Applications Leader include:

- Setting up user accounts for the friendsofsleepingbear.org Google account
- Manage defined distribution list e-mails and Google Groups
- Training new volunteers in the use of these tools.
- Assist volunteers with problems they encounter with these tools.
- Training volunteers on new capabilities in the Google suite of products that might be of value to the organization.
- Establish passwords to protect data and provide appropriate access.

Required Experience

- Experience with Google Suite (including e-mail, Google drive, Google documents, groups) is helpful, but training is available

Required Training

Friends of Sleeping Bear Dunes will provide training as needed

Time Commitment

Time commitment would vary. Average commitment = 2 hours per week