

WEBSITE COORDINATOR
POSITION DESCRIPTION
Revised 6-1-03

SKILLS REQUIRED:

1. Have knowledge and use of personal computer skills
2. Type (word processing)
3. Edit
4. Utilize Microsoft Office software
5. Be familiar with a web developing software
6. Scan photos into digital images

TOOLS REQUIRED:

1. Personal computer
2. Email address and access
3. Microsoft Office software, Printshop, and Adobe Acrobat

COMMITMENT:

1. Dedicate ten hours a month in performing required duties.
2. Attend meetings when appropriate - 3 hours per month.
3. Attend board meetings when invited - 3 hours per month.
4. Prepare and edit website articles - 2 hours per month

RELATIONSHIPS:

1. Work with the Executive Committee
2. Work with other Board of Directors
3. Communicate with the authors, members, and various sources in a timely fashion.
4. Work with advertisers

RESPONSIBILITIES: (As stated in operating code)

1. Solicit and post information, events, and links to related sites.
2. Provide layout design
3. Edit website on weekly basis. Have major changes approved by the executive committee and minor changes by the Executive Director.
4. Develop revenue-generating strategies with appropriate VAHPERD leadership

JOB DESCRIPTION:

1. Develop and maintain the association website.
2. Work closely with members officers and staff to ensure that the website meets the organization's aims and objectives.
3. Use web-authoring software to perform both routine updating and ongoing development of the website.
4. Contribute to website content and provide ways for members and officers to contribute.
5. Uses the principles of good website design.
6. Prepares copy, proofread.
7. Works closely with the Executive Director in maintaining host, registration, and security issues.
8. Update website weekly
9. Respond to e-mail within 48 hours or sooner

EVALUATION:

The Executive Committee will evaluate the Web Administrator on an annual basis using the "responsibilities" and "job description" criteria. The Executive Director, as a representative of the Executive Committee, will share both behaviors that are strong and those needing improvement. This assessment will be in writing and in person if thought necessary by the Web Administrator or Executive Committee. The written assessment will occur during the month of June. The optional in person discussion of the assessment will follow the July Board of Directors meeting and will include the Website Coordinator and Executive Committee.