

**POSITION DESCRIPTION
WEBMASTER**

TITLE: Annual Conference Webmaster

POSITION
DESC APPROVAL: Annual Conference Executive Director and
Annual Conference Assistant

SECURING AND
APPROVING The Annual Conference Executive Director will conduct the employment search, screen, interview and select the Annual Conference Webmaster, in consultation with the Annual Conference Assistant.

LINE OF
AUTHORITY: The Webmaster is responsible to the Executive Director but can also take assignments from the Conference Assistant.

TERMS OF EMPLOYMENT:

The Annual Conference Webmaster will be employed on an hourly basis at a rate agreed to at the time of employment. Minimal 45-day termination notice by webmaster or AC office.

ACCOUNTABILITY/REPORTABILITY:

The Webmaster shall be accountable and reportable to the Executive Director.

RESPONSIBILITIES OF THE WEBMASTER:

- A. Design and implement new website pages at the request of the AC office staff.
- B. Complete changes to existing pages on the website on request. Average anticipated hours per month is 5-10; some months will be heavier than others, especially right after Annual Conference.

QUALIFICATIONS

Preferred Experience and Training

- 1. Strong technical abilities, Internet skills and experience
- 2. Previous webmaster experience
- 3. Ability to work with files convert files created in the following - Word, Excel, Adobe (PDFs)

COMPENSATION

Hourly rate will be established at the time of employment. Webmaster will keep track of hours expended on website development and maintenance, and will report those hours to the Executive Director on a quarterly or monthly basis for payment within 7-10 days.

WORK SCHEDULE

Work on the Annual Conference website can be performed anytime convenient to the Webmaster. Completion time of most change requests will be negotiated and agreed to at the time of employment. Flexibility must exist to make some changes in 24-48 hours or less.