

AAUW Port Townsend Job Description

JOB: Webmistress

JOB TYPE: Computer, web functions in WordPress

VOTING MEMBER OF BOARD: Reports up to Board via Communications Director who leads team.

DURATION OF SERVICE: Not limited

RESPONSIBILITIES:

Maintain and update the branch website content using Wordpress template maintained by AAUW National. Local branch site editor does NOT have full authority over the website and can ONLY publish content. Contact national for admin help:

site-resources@aauw.org Site Resources manager

If needed because email job might be vacant: Maintain and update email system: Domain aauwpt.org – held by 1and1.com. <https://account.1and1.com/> - Customer ID: 259806801. Monthly charges through AAUWPT bank and AAUW Treasurer

SIGNIFICANT CALENDAR MILESTONES:

BEGINNING OF YEAR

- July and August - update officers, meeting dates for the year, sponsors, and any other details that change from year to year

MONTHLY

- As soon as possible after the 1st of each month, save the email newsletter as PDF file and upload the PDF to website. Post on Members Only Focus Newsletters page.
- As soon as possible after each branch meeting, update to show the next meeting
- Upload printed news article links as they are published (PT Leader, etc.)
- At least once a month, review the entire website to look for details that have changed. Copy/paste pictures and news information from FOCUS newsletter.
- Change photos on the site occasionally to keep the site current
- Respond to suggestions and changes from chairs of committees and Board members including email changes

SPECIAL MONTHS

- December - update the information and photo of Woman of Excellence
- December and January - work with UWF to get scholarship info online
- January through April - update Kitchen Tour information as it becomes available
- April – obtain membership dues form for next year, and upload
- May – update information about scholarships after Scholars' Reception

TURNOVER:

- Incorporate Final Report recommendations that relate to this position into job description.
- Update position binder.
- Forward electronic copy of any documents that will be useful templates for this position to your replacement.
- Train any replacement person.