

# Columbia Wings Oregon Chapter "P"

## Webmaster Position

### Job Description

<b>Title</b>	Webmaster
<b>Department(s)</b>	Information Technology
<b>Reports to</b>	Chapter Director

#### Job summary

- Design and maintenance of the chapter's web site.

#### Summary of essential job functions

- Maintain and improve the elements of the web site
- Monthly updates to the web pages
- Collect and collate images/articles from membership edit/correct as required and post to the web site
- Primary contact person with the host service provider

#### Minimum requirements

- Has access to a PC and capable of receiving electronic files [MS Word / PDF / JPEG / GIF / Excel, etc.]
- Basic knowledge of HTML code
- Basic knowledge of web design software [FrontPage / Dreamweaver / etc.]
- Ability to provide a minimum of five hours per month to improvements and updates

#### Abilities required

- Ability to work as a team member

#### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by a chapter member how volunteers for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of a chapter member. All chapter staff members may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Additional information**

None