

CSD Job Description

WEB EDITOR

Manage CSD web content using Weebly platform (creating posts, adding files, simple web design). Publicize CSD workshops/activities on blog and social media (Facebook, Instagram). Manage social media accounts and train CSD Board members to use them. Manage passwords and create other tutorials as needed. Attend board meetings and workshops and facilitate virtual participation as needed. Coordinate with OLA to create registration forms and election forms in May.

September

- Attend fall board meeting (in-person), set up virtual attendance equipment, and monitor chat window throughout meeting (or designate another board member to do so).
- If newly appointed, obtain access to CSD Web Editor e-mail account
- Make new board members administrators of the Facebook page and show them how to post as needed
- Update website with new officers, workshop details, and other information as needed
- Post updates to blog as needed
- Create tutorials and manage passwords for organization as needed

October

- Attend fall workshop, set up virtual attendance equipment, and monitor chat window throughout meeting (or designate another board member to do so)
- Update website with new officers, workshop details, and other information as needed
- Post updates to blog as needed
- Create tutorials and manage passwords for organization as needed

November

- Update website with new officers, workshop details, and other information as needed
- Post updates to blog as needed
- Create tutorials and manage passwords for organization as needed

December

- Update website with new officers, workshop details, and other information as needed
- Post updates to blog as needed
- Create tutorials and manage passwords for organization as needed

January

- Attend Mock workshop, set up virtual attendance equipment, and monitor chat window throughout meeting (or designate another board member to do so)
- Update website with new officers, workshop details, and other information as needed
- Post updates to blog as needed
- Create tutorials and manage passwords for organization as needed

February

- Attend winter board meeting (virtual), set up virtual attendance equipment, and monitor chat window throughout meeting (or designate another board member to do so).
- **POST UPDATES TO FACEBOOK AT LEAST ONCE EACH WEEK**
- Update website with new officers, workshop details, and other information as needed
- Post updates to blog as needed
- Create tutorials and manage passwords for organization as needed

March

- Attend spring workshop, set up virtual attendance equipment, and monitor chat window throughout meeting (or designate another board member to do so)
- Update website with new officers, workshop details, and other information as needed
- Post updates to blog as needed
- Create tutorials and manage passwords for organization as needed

April

- Update website with new officers, workshop details, and other information as needed
- Post updates to blog as needed
- Create tutorials and manage passwords for organization as needed

May

- Attend spring board meeting, set up virtual attendance equipment, and monitor chat window throughout meeting (or designate another board member to do so)

- Coordinate with Shirley to create registration forms and election forms for the upcoming year in Memberclicks
- Update website with new officers, workshop details, and other information as needed
- Posts updates to blog as needed
- Create tutorials and manage passwords for organization as needed

June

- Update website with new officers, workshop details, and other information as needed
- Posts updates to blog as needed
- Create tutorials and manage passwords for organization as needed

July

- Update job description
- Update landing page on OLA website as needed
- Updates website with new officers, workshop details, and other information as needed
- Posts updates to blog as needed
- Create tutorials and manage passwords for organization as needed

August

- **POST UPDATES TO FACEBOOK AT LEAST ONCE EACH WEEK**
- If stepping down, review job description and responsibilities with incoming Web Editor
- Update website with new officers, workshop details, and other information as needed
- Post updates to blog as needed
- Create tutorials and manage passwords for organization as needed