

Planning and organizing	
Technology	Willingness to learn and to be adaptable are essential. Knowledge of HTML, Web technologies and conventions very useful.
Learning	
Initiative and enterprise	

4. KEY PERFORMANCE OBJECTIVES	
Outputs	Key Performance Indicator
Timely posting of new and updated content submitted by Board and committee chairs.	Posting complete within 3 days of submittal of final, "camera-ready" content, or equivalent.

5. PERSON SPECIFICATION QUALIFICATIONS/KNOWLEDGE/EXPERIENCE
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Qualifications – Desirable:

Knowledge of HTML, Web technologies and conventions.

Knowledge, Skills & Experience (Essential):

Experience with Microsoft Office software. Desire to work with Web technologies. Empathy for user experience. Willingness to serve as communications conduit for Board and Committee Chairs to MSEA Membership and to the public.

Knowledge, Skills & Experience (Desirable):

Marketing writing and editing. Knowledge of Web conventions and aesthetics.

6. ORGANIZATIONAL RELATIONSHIPS/AUTHORITY

ORGANIZATIONAL RELATIONSHIPS

Reports to: President

Manages: N/A

Internal Contacts: Board members, Committee Chairs, office liaison

External Contacts: Web hosting company, outside subject consultants (as required), Web registration company

ORGANIZATIONAL AUTHORITY

Decisions made in the position:

Formatting Web content for posting. Editing of content (hopefully, minor).

Decisions referred:

Defer actual Web content decisions to those responsible for specific events or communications.

8. GENERAL RESPONSIBILITIES

- Maintain MSEA's Web site with updates to events, communications, and personnel.
- Seek opportunities to enhance value of site to members with improvements in user interface and enhanced functionality
- Serve as main liaison to Web hosting company for technology and business issues.
- Serve as main liaison to Web technology consultants (as required)
- Serve as liaison to Web registration company.