JOB DESCRIPTION – COMMUNICATIONS COORDINATOR

* Update Website Calendar annually in July and keep current during the exchange year.
* Help Volunteers access the Members’ Area on the website. (Reset Passwords)
* Update Website with text and document additions or corrections.
* Post all minutes of Board and Committee meeting to Website monthly.
* Update all Members’ Forms and links on the website as needed.
* Update rosters and contact information annually in July and keep current during the exchange year.
* Update list of foreign Country Contacts in July and keep current during the exchange year.
* Edit Marketing Material to be relevant to our unique District
* Update Resource Documents as needed, including Powerpoint Presentations for Trainings and Events
* http://mountainandplainsrye.com
* What do I use to do this job? Administration section of http://mountainandplainsrye.com
* Who do I report to?: District Youth Exchange Chair
* Hours per month: <5

Skills Needed:

1. Knowledge of editing word documents, pdf documents
2. Willingness to learn Backside of Website administration