

Northeast Wisconsin Payroll Chapter

Job Title: Website Coordinator	Term Commitment: Two Years
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Position Overview

This is an Officer position that is responsible for maintaining the website.

Essential Job Functions

- Update website for all new officers annually
- Update calendar for all events
- Update/adjust website with meeting information and registration details
- Approve any new job postings
- Assist chapter members with website questions
- Assist with securing monthly meeting speakers, topics and locations
- Assist board members with website questions and their job functions
- Maintain Chapter email account (newiapa@gmail.com)
- Responsible for keeping the membership registration forms current and available on the website
- Maintain chapter equipment
- Ensure safety of website

Chapter Monthly Meeting Job Functions

- Coordinate at least one meeting a year as the monthly chapter host

Requirements

- Attend monthly chapter meetings
- Attend scheduled board meetings
- Be a member of the local chapter in good standing

Other Skills/Abilities

- FPC or CPP preferred
- Must be proficient in Word and Excel
- Knowledge of websites and social media
- Be a member of National PAYO in good standing

NOTE: This job description is not intended to be all-inclusive. Officer may perform other related duties to meet the ongoing needs of the organization.