

Webmaster

Commitment Level:  2 hours weekly

Requirements:

1. Must have access to a computer/laptop and internet access at your residence.
2. Must attend monthly PTSA board meetings typically held the 2nd Monday of each month.
3. Must be knowledgeable (or teachable) regarding web-based applications like Weebly, SignUpGenius, and Facebook.
4. A trustworthy and responsible character. This position comes with password-protected access to various online PTSA accounts.
5. Each board member shall be a member in good standing of the PTSA prior to assuming the roles and responsibilities of the position.

Training:

You will be trained by a former webmaster. Other trainings provided by Weebly, YouTube, or Washington State PTA might be helpful but are not required.

Responsibilities:

1. Maintain and update the PTSA website at <http://www.emeraldparkptsa.org>. This is done using Weebly, a web-based WYSIWYG software.
2. Maintain and update the Facebook page with important and relevant information.
3. Manage the emeraldparkptsa.org domain and email addresses using G-Suite, a web-based software from Google.
4. Maintain and update the official PTSA calendar using Google Calendars.
5. Work closely with the President, Vice-President, and Newsletter Chairperson to ensure that accurate, appropriate, and timely information is being shared across all PTSA outlets.
6. Innovate new ways to structure and present information on the website.
7. Work with Valerie Orrock, EP Vice Principal, to ensure that links to the PTSA website from the EP website are accurate and active.

If you would like more information on the job, please contact the former chairperson listed below.

Mindy Hales, 206-349-9952, mindynhales@gmail.com