Assistant Web Manager

1. **Purpose**: Assists the Web Communications Manager in administering the Society’s Website and social media platforms.

2. **Term of Office**: One year. Appointed upon recommendation of Web Communications Manager.


4. **Major Duties/Responsibilities**:
   
a. Under the guidance of the Society’s Web Communications Manager:
   
   i. Assists with the development or maintenance of website and social media guidelines;
   
   ii. Assists in the annual review of website content;
   
   iii. Adds, removes or edits website content; and
   
   iv. Monitors grammar, typos, inactive links, and other errors across platforms.

   b. Contributes to the Web Communications Manager’s reports to the Executive Board.

   c. Manages specific aspects of web-based communications, such as the Society’s Facebook or LinkedIn presences.

Still to be approved by September 7, 2016.