



WEBMASTER FOR THE NORTHWEST SCIENTIFIC ASSOCIATION

Position

Working under the direction of the Northwest Scientific Association (NWSA) Board, the Webmaster designs, posts, and maintains relevant and timely information on the website that is of interest to our membership, including the Annual Meeting (conference), Student Grants, Awards, and other activities. The NWSA website is powered by Wild Apricot, which defines the capabilities of our website. Wild Apricot integrates membership management, conference registration, electronic mail, and website building software and provides templates, tools, and technical support. **Web-programming and computer language skills are not necessary for this position.** The current Webmaster, Andrea Pipp, is available to help train and support the incoming Webmaster, as needed for one year.

NWSA Webmaster Qualifications

- NWSA member.
- Has a schedule that allows time to design, post, and maintain website content in a responsive and timely manner.
- Ability to initiate and effectively communicate with the NWSA Board.
- Interest and ability to create an effective, aesthetically pleasing, and user-friendly website.
- Ability to write informative correspondence with clarity, conciseness, and accuracy. Ability to proofread postings and all correspondences.
- Ability to use Microsoft (MS) Excel and Word, Adobe products, website tools, and other software programs, as necessary.
- Willingness to obtain feedback on postings.
- Good organization skills to maintain the NWSA website filing system.
- Interest in and willingness to understand the processes for membership, subscription renewal, conference development, and other aspects of the Association.
- Willingness and ability to be a professional voice for the Association by addressing member's questions, writing and disseminating updates on the Association's events, and responding to website-related problems, all in a timely fashion.
- Ability to work independently and to initiate questions or tasks.

Main Responsibilities/Duties: may change at the Board's discretion.

- Assist members and board with website access, membership renewal, problems, or questions, as needed and as is appropriate.
- Coordinate with the NWSA Board, specifically with Treasurer, Managing Editor, and Local Conference Planning Committee.
- Design, post, and maintain website information related to conference, Awards, Student Grant, Membership, and other NWSA activities.

- Use the website tools to communicate to membership and/or conference participants related to conference regarding Awards, Student Grants, Membership, and other NWSA activities.
- Design, format, and re-create website pages to make them functional, attractive, informative, current, and accurate.
- Initiate ideas for improving NWSA functions and processes as they relate to the website
- Provide website training to board members, if requested.
- Maintain and monitor access levels (privileges) given to NWSA members.
- Understand the relationship between NWSA website and search engines; monitor and fix, as needed.
- Download Membership information annually and provide to Treasurer and/or Membership Committee.

Table 1. Estimated Webmaster Schedule and Time Requirements.

Month	Time (Hours)*
January	10
February	20
March	20
April	10
May	5
June	5
July	1
August	1
September	10
October	10
November	10
December	10
TOTAL	112
Monthly Average	9.3

*Number of hours needed by Webmaster to support the Annual Meeting will greatly depend upon the technical abilities, communication, and efficiency of the Local Conference Planning Committee.

Compensation

\$500 honorarium earned at the end of each year.

Interested?

To apply, please send a letter of interest and resume to NWSA Board Member, Connie Harrington, charrington@fs.fed.us

Questions?

Contact Connie Harrington, charrington@fs.fed.us