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| \\c1-v-file.ch.rmc\users\e13091\Desktop\WAMSS JD\logo@2x.png*WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES* |

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| POSITION |
| **Web Content Manager****SUMMARY**The web content manager will oversee the content presented on the WAMSS website, and will be responsible for creating, editing, posting, updating, and occasionally cleaning up outdated content. Presspoint and Excel software used.**DUTIES (INCLUDE, BUT ARE NOT LIMITED TO)*** Coordinates with Communication chair, serves as member of communication team
* Management of the content of the website – adding new material and deleting out of date
* items
* Management of our blogs or forums
* Management of content on chosen social networking websites
* Management of photo library and use of pictures in all promotional activity
* Liaison with suppliers of design assistance (Flyte)
* Input into the maintenance of consistency of design

**CALENDAR OF EVENTS**1st Quarter (January, February & March)* Board Meeting

2nd Quarter (April, May & June)* Board Meeting
* Annual Business Meeting
	+ Present annual report of activities

3rd Quarter (July, August & September)* Board Meeting

4th Quarter (October, November & December)* Board Meeting
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