



Oshawa Art Association Inc. Website Coordinator ~ Job Description

Summary: To maintain the Oshawa Art Association (OAA) website www.oshawaartassociation.com.

This is a voluntary, non-paying position.

Duties & Responsibilities:

- Updating all relevant information on the website including, but not limited to, events, workshops, meetings, call to artists, newsletters, pictures and general information. The majority of this information will be provided at the Executive monthly meetings held the second Tuesday of each month;
- Checking personal email regularly to ensure new information is not missed;
- Reviewing information sent by other members to ensure information is correct and presentation is professional;
- Ensuring the calendar and online OAA store are kept up-to-date by adding and removing events in a timely manner;
- Rotating information and pictures on home page and pop-up page to keep readers engaged. Review regularly to ensure relevance;
- Working with Social Media Coordinator and Newsletter editor and PR Coordinator to ensure content is consistent;
- Working with other members as needed to ensure website is providing all necessary information;
- Updating members' website links as needed, featured members of the month;
- Ensuring all content is done in a creative and professional manner;
- Making adjustments to layout to better serve our members when necessary;
- Adding new pages/tabs when necessary.

Authorities:

- If an elected Director, voting privileges at meetings.

Every Director and Officer in exercising such person's powers and discharging such person's duties shall act honestly and in good faith with a view to the best interests of the Association and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every Director and Officer of the Association shall comply with the Act, the Regulations, Articles, By-laws and policies of the Association.

General Qualifications & Skills:

- Knowledge of Squarespace;
- Good written, verbal and editing skills;
- Knowledge of any photo editing program is not necessary, but an asset;
- Knowledge of Google Drive/Docs is not necessary, but an asset.



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Revision History

Revision Date	Changes Made	Reason for Change	Approved by
Unknown	Created Job Description	To establish roles of the OAA Executive	Ron Blackwell
24-Jan -21	Updated job description	To standardize & finalize job description	Karen Coyle