

GSPCA Website Assistant

RESPONSIBILITIES:

The Board will appoint a Website Assistant whose responsibilities include but are not limited to:

1. Working closely with the Webmaster to ensure that the website is current, and that published content is free of errors.
2. Acting as the liaison for new website content: committees submit to the Website Assistant who will read, approve and format content prior to publication.
 - a. Reviewing the provided content to ensure that it is appropriate for the GSPCA website and representative of the GSPCA to the general public, as the GSPCA website is the first contact for many new GSP owners.
 - b. Verifying that all submitted content is proofed for grammatical, typographical and context.
 - c. Formatting content (if necessary) for ease of publication
3. Reviewing changes to static content areas (Listings, Committee members, Clubs, etc) and then forward updates to the Webmaster in a timely fashion.
4. Reaching out to committees or members for missing content

Institutional knowledge of the GSPCA: our history, our officer/committee structure, areas of competition and familiarity with the three major GSPCA National events is required. Proficiency at Word and Excel is required. Experience with Website development (speak the language) is desired.

It is estimated that the position will generally require 10 hours per month.