

# WASHINGTON STATE HEALTHCARE HUMAN RESOURCES ASSOCIATION

## JOB DESCRIPTION

**TITLE:** Website & Social Media Liaison

**SUMMARY OF DUTIES:** Acts as the resource person and primary person responsible for updating and maintaining the Association's website and social media sites.

### **SPECIFIC RESPONSIBILITIES:**

1. Attend Board and Business meetings as a full voting member of the Board.
2. Develop, maintain, promote, and facilitate WSHHRA's website and social media sites.
3. Implement website and/or social media update requests by the Board or members of WSHHRA as approved by the Board.
4. Provide technical support to WSHHRA members concerning the website and/or social media sites.
5. Maintain Job Opportunities page on the website.
6. Receive and answer any incoming communication to the WSHHRA email. If not able to answer, forward to the correct board member for assistance.
7. Update on-line conference registrations, upcoming events, and any other information that needs to be updated on the website and/or social media sites.
8. Update board members access to the backend of the website after elections. Assign backend accesses as needed by position held.
9. Make recommendations to the Board regarding additional features for the website.
10. Serve as a Board Member of WSHHRA and represent the needs of the membership and the goals of WSHHRA to the best of one's ability.
11. In the absence of the board member, the board member will arrange for coverage at the board meetings.

effective 01/2010

updated 11/2019