

SMPS Wisconsin's Web Master

The Society for Marketing Professional Services of Wisconsin is looking for a new Web Master to manage the chapter's Web site.

Job description

1. Provide a new, fresh look every 2-3 years (yes, it's due!). You have a lot of freedom to gather images, create templates and CSS, and run it by the Communications Committee for any input.
2. Update pages as programs are introduced, board member's contact info changes, chapter activities evolve, etc.
3. Manage the online Job Bank by accepting member ads and posting them.

Commitment level

You can put as much or little time into this volunteer position as you wish. Obviously if you are having fun and decide to do a complete overhaul of the site, the time might be substantial. However, typically the job has been less than 8 hours per month, with summer months less than that.

We do ask that you participate in the Communications Committee, which meets every 4-6 weeks for about a half-hour. This will help you be aware of information that may need to be updated or posted on the chapter's Web site.

Benefits for you

- Experience in designing and managing a Web site.
- Networking with marketing staff from other A-E-C companies, who will be helping you with tasks on the site. We're a fun group and you'll have a great time working on various projects.
- Leadership opportunity that is transferrable to career advancement. Most committee positions tend to evolve into board positions.
- Sorry, no pay. This like all committee positions is for a volunteer.

How to apply

Send an e-mail indicating your interest to either Justin Juley, SMPS Director of Communications and Publicity (jjuley@hntb.com) or Kary Beck, SMPS Vice President and current Web Master (kary.beck@meadhunt.com). One of us will contact you to discuss the position, and your skills and availability.