

ON DPG JOB DESCRIPTION

POSITION TITLE: ON DPG Website Administrator

BRIEF DESCRIPTION OF POSITION: The ON DPG Website administrator position is appointed by the Executive Committee and serves a one-year term of office which is negotiated annually.

QUALIFICATIONS:

1. The ON DPG website administrator must be a member of the Academy of Nutrition and Dietetics.
2. The ON DPG website administrator must be a member of the Oncology Nutrition Dietetic Practice Group.

SPECIAL SKILLS: Word-processing, knowledgeable with the Internet and Website Content Management System (CMS), proofreading and editor experience helpful but not required. Good verbal/written communication skills and organizational skills a must. Access to Internet Explorer or Firefox web browsers. Access to Notepad, Microsoft Word and Adobe professional or PDFCreator.

FUNCTIONS/TASKS:

1. Works with the website design company to communicate changes, get quotes for work, provide content, and review work done when the website needs.
2. Works with treasurer to make sure work is complete and website hosting fees are correct when ON DPG is billed for services.
3. Sends reminders to content owners/executive committee members for updates to pages on the ON DPG website.
4. Works with website design company to resolve issues concerning the day-to-day operations of the website.
5. Secures reviewers for feature articles and materials, sends and collects reviews, and posts peer-reviewed final drafts. Information in the "Eat Right to Fight Cancer" area is responsibility of Public Content Manager.
6. Works with Public Content Manager updating and organizing public portion of website
7. Updates the website on a continual basis- often daily. The areas to update will vary but content should be provided by others in the practice group.
8. Answers emails that are received from the website from the public or members within 2 business days.
9. Reviews "Google Analytics" and gives reports to executive committee.
10. Work with Development Coordinator to maintain funding for the Web site.
11. Works with E-blast Coordinator troubleshooting issues with Mailchimp and formatting E-blast to mirror

website design and images.

12. Attends Executive Committee Meetings and participates in monthly conference calls as requested by Chair. Sends monthly report for consent agenda. Minimum information included should be work done, google analytics numbers and fixes/updates done by website design company.
13. Leads efforts for website redesign. Redesign of website expected every 5 years per industry standards.
14. Obtains reports of tangible items purchased and sends to supplier to have those items distributed. This item can be reassigned to other executive committee members but website admin will be backup for those efforts and in charge of training. Obtains reports of purchases made to report to executive committee purchases made and amounts.
15. Assists webinar committee chair converting past webinars to downloadable files on website.
16. Act as an advisor to successor.
17. Performs other duties as assigned by the Chair and/or Executive Committee.

ESTIMATION OF TIME COMMITMENT: 16-32 hours per month but when working on major updates to the site, time commitment can be significantly more.

6/17/03, 10/03, 4/05, 7/07, 10/07, 7/09, 9/10, 5/12, 11/14