

# **ON DPG JOB DESCRIPTION**

**POSITION TITLE:** PUBLIC CONTENT MANAGER—ON DPG Website

**BRIEF DESCRIPTION OF POSITION:** The Public Content Manager is appointed by the Chair-elect to serve during their term as Chair. The term of office is negotiated annually.

**QUALIFICATIONS:**

1. The Public Content Manager must be a member of the Academy of Nutrition and Dietetics (the Academy).
2. The Public Content Manager must be a member of the Oncology Nutrition Dietetic Practice Group (ON DPG)

**SPECIAL SKILLS:** Word processing and email.

**FUNCTIONS/TASKS:**

1. Creates and updates public-oriented nutrition content for the ON DPG website. All materials created are reviewed by Academy DPG Relations Manager.
2. Reviews and edits ON DPG member submissions of public-oriented nutrition content for ON DPG website. All materials created are reviewed by Academy DPG Relations Manager.
3. Submits newly developed and approved web content to the Webmaster for uploading onto the ON DPG website.
4. Drafts and submits announcements of newly developed and approved materials added to the ON DPG website to the E-blast coordinator for distribution to membership.
5. Attends in-person or by conference call one or both of the following meetings: the ON DPG's Executive Committee mid-year meeting and the FNCE® [meetings](#) (ON DPG Executive Committee meeting and ON DPG Business Meeting) and participates in conference calls, as requested.
6. Submits consent agendas for all conference calls and meetings.
7. Works with officers and other committee chairs as needed.
8. Performs other duties as designated by the Executive Committee.
9. Submits budget request each November [annually](#) for the following fiscal year.
10. Performs web updates to the website as they pertain to Website Public Content Manager duties and job description including, but not limited to:  
<http://www.oncologynutrition.org/erfc/>  
<http://www.oncologynutrition.org/erfc/eating-well-when-unwell/>  
<http://www.oncologynutrition.org/erfc/healthy-nutrition-now/>  
<http://www.oncologynutrition.org/erfc/hot-topics/>  
<http://www.oncologynutrition.org/erfc/more-great-nutrition-resources/>
11. Acts as an advisor to successor and may appoint a co-chair, if needed.

**ESTIMATION OF TIME COMMITMENT:** Average of 10 hours per month.

Revised 1/23/19