

Directory Editor (Appointed)

Term: One year

Time Required: 15-20 hours per week in July and August

Responsibilities:

- Produce and update the online AAUW Ashland Branch Member Directory. This includes layout, processing new photos, inputting listings into the website, and preparing a printable version for members to download
- Work with the Membership Team to confirm new member information and directory changes in member information
- Work with the Branch photographer to get member portraits for inclusion in the directory
- Work with the Website Coordinator to keep the member directory updated

Qualifications:

- Ability to format text and visually organize information for optimal readability and comprehension
- Ability to use necessary design and imaging software for processing photos
- Familiarity and expertise managing member data using a web-based spreadsheet
- Ability to work collegially with other collegially