

WSSA WEBSITE CONTENT MANAGER

The Weed Science Society of America is seeking a Website Content Manager to ensure that the WSSA website provides members with up-to-date information about WSSA activities, and to help further develop the WSSA website as a public resource for information about weeds and weed science.

Responsibilities:

1. Ensure that the WSSA website is kept current by collecting regular updates including: WSSA committee activities, regional society news, annual meeting information, and changes to the WSSA board and committee memberships. The website content manager will provide the material to the WSSA Web Manager for upload.
2. Obtain authorization from the WSSA President or delegated person when necessary for non-routine or significant website content changes.
3. Write brief descriptions for posting to the WSSA website summarizing the content of more extensive posted items (such as the herbicide resistance educational modules).
4. Work as facilitator with various WSSA committee members to generate time-sensitive new web content, including press releases and news items, and to ensure that online reports of committee activity are regularly updated.
5. Work with the Web Manager to ensure that outdated website postings are removed and archived.
6. Work with the Web Manager, Allen Press and the WSSA Director of Publications and WSSA journal editors to ensure that a) the interface between WSSA website and journal sites functions smoothly; b) links to journal pages are appropriately displayed on WSSA website; c) that new journal content is regularly showcased on the WSSA website.
7. Develop an Operating Manual/Calendar of Operations during the first year in the position detailing routine website updates and procedures for future holders of the position.

The WSSA Website Content Manager will not update website content directly, but will actively assemble, vet and edit information for the Web Manager to upload.

Appointment:

Initial appointment will be for one year, subsequently renewable by the WSSA Board of Directors for two-year terms based on performance and progress. For the first year, an annual stipend of \$7,500 to be paid in quarterly installments. The work of the Website Content Manager will be reviewed at three-month intervals by

the WSSA President, the WSSA Website Manager, and the Chair of the WSSA Website Committee.

Required skills and qualifications:

Knowledge of weeds and weed science.

Must be a current WSSA member familiar with the Society, its members and its various activities.

Ability to meet deadlines promptly and efficiently.

Good written communication skills.

Previous experience using web-based media for public communication is desirable.

To apply:

Please e-mail (1) a two-page resume and (2) a letter of interest describing your experience within WSSA, your ideas for the type of content that would increase the value of the WSSA web site, and your experience using websites for public communication to Sarah Ward (sarah.ward@colostate.edu) by October 15, 2012.