PARTA Webmaster

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| **JOB TITLE:** | PARTA Webmaster |

PARTA is organized to promote the social, professional and economic status of retired teachers and to serve the community as volunteers.

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| **GENERAL JOB DESCRIPTION** |
| Being PARTA Webmaster requires basic technology skills that are applied to keep PARTA members and the general public aware of PARTA information |
| **MAJOR DUTIES AND RESPONSIBILITES** |
| Update PARTA website  Respond to Member Comments or forward to the correct officer or person for a response Handle questions, data, and information required by IRTA Attend IRTA when possiblible |
| **MINOR DUTIES AND RESPONSIBILITIES** |
| N/A |
| **QUALIFICATIONS FOR THE JOB** |
| *Education:*  N/A.  *Experience:*  Ability to navigate the Weebly website.  *Other:* Have appropriate organization and communication skills |
| **KEY COMPETENCIES** |
| Technology and communication skills |

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| **Signature Approved By:** |  |
| **Date Approved:** |  |
| **Date Last Reviewed:** |  |
| **Last Reviewed By:** |  |