

# California Academy of Nutrition and Dietetics

## Coastal Tri Counties District

### Website Coordinator Job Duties/Annual Timeline

**The “New Year” begins June 1<sup>st</sup> of each year, May 31<sup>st</sup> is the year end**

The Website Coordinator develops website content and supplies monthly updates as needed. Works closely with the web host per the District Contract. No special web design skills are needed. See contract for more information on the specific contractual guidelines our district follows.

#### **June**

- Provide web host with annual update to include the following (By August 1 at the latest, June is best)
  - Finalized board listing with positions/name/credentials/current email
  - Complete updates document and send one master list of changes
- Ongoing tasks\*

#### **June/July**

- Attend Summer Board meeting
- Post tentative schedule of events (Save the dates) & any new changes
- Ongoing tasks\*

#### **August**

- Ongoing tasks\*

#### **September/October**

- Attend the fall networking event
- Fall Newsletter- submit for archiving @ MyCDA
- Fall Networking photos- submit for district page
- Ongoing tasks\*

#### **November/December**

- Ongoing tasks\*
- Attend the board phone meeting

#### **January/February**

- Attend the winterworkshop
- Winter workshop photos- post to district page
- Winter workshop documents- if applicable- post to archive @myCDA

#### **March**

- National Nutrition Month Photos- post to district page

# California Academy of Nutrition and Dietetics

## Coastal Tri Counties District

### Website Coordinator Job Duties/Annual Timeline

- Online Election Prep: -per webhost guidelines, and if online voting is planned, assist with posting the ballot
- Ongoing tasks\*

#### **April/May**

- Spring Newsletter- Post to archive @myCDA
- Attend Spring Board meeting/Event
- Spring Event- Post photos to district page and any handouts to archive
- Ask current president for incoming board listing-emails etc to prepare document to send for annual website update in June
- Start a list of updated changes needed for entire webpage- ie dates for membership and dues/fees changed etc...
- Ongoing tasks\*

#### **\*Key Ongoing tasks:**

- Review and post any job postings from email coordinator for the job op page (My CDA)
  - Often need to send simplified documents for posting to include the following:
    - Title of position
    - Hours/week
    - Job description/pdf/link (only one link or attachment )
    - Location (city) of position
  - Notify job poster that the position will be listed for 3 months and then removed, unless they notify website coordinator of job filled or ongoing vacancy
- Update webpage as needed ( max = 3 changes per month) with local or regional events/ event updates or content changes (networking photos)
- Manage document (bylaws, newsletter) and photo archives as needed (MyCDA)
- Attend any board meetings in person /by phone in addition to those listed
- Respond to inquiries from outside our district and connect them to the appropriate resource.
- Stay up to date on contractual changes with webhost.