

## **WRJ Mission Statement**

*Women of Reform Judaism (WRJ) strengthens the voice of women worldwide and empowers them to create caring communities, nurture congregations, cultivate personal and spiritual growth, and advocate for and promote progressive Jewish values.*

## **Webmaster**

**Department:** Marketing and Communications

**Supervisory Contact:** District Vice President Marketing and Communications

### **WRJ Resources:**

- WRJ Executive Director
- WRJ Department of Marketing and Communications

**Objectives:** Maintain contact between District members via the WRJ Central Website

### **Expectations:**

- Attend all district events
- Report to District Vice President prior to all District Executive Committee and Board meetings
- Communicate with District VP on a regular basis
- Be active in your local sisterhood

### **Responsibilities:**

- Become familiar with the WRJ Central District Bylaws and Policies noting the responsibilities that specifically relate to your position
- Serve as liaison between District leadership and Website developer
- Maintain the WRJ Central Blog, checking it regularly
- Follow-up on any requests and/or questions that are sent to the webmaster
- Work with the District President in preparing and proofreading additions to the website that would then be forwarded to the website developer
- Maintain a notebook with correspondence and results of contacts
- Contribute articles to the District bulletin
- Submit bills, including telephone, duplicating and/or mailing expenses incurred for District business to the District President
- Submit a written report to the Vice President twice a year – for Fall and Spring Executive Committee meetings and at the end of term. A copy of each report is placed in the Webmaster Chair notebook.
- Maintain contact with District Vice President
- Pass on all records as directed at the end of term

### **Qualifications:**

Job Description-Website Manager  
6/2016

- Knowledgeable about Sisterhood and Women of Reform Judaism
- Communication skills
- Computer skills including access to the internet
- Self-starter