

FRESH

POSITION DESCRIPTION: VICE PRESIDENT WEBSITE

Duties/Responsibilities pertaining to the VP Website include, but are not limited to:

- Update website on a daily/weekly basis or as required.
- Maintain upgrades on Wordpress software, plug-ins and add-ons.
- Ensure regular backup on website and servers.
- Work closely with FRESH Faculty Advisors to update articles, journals, documents and other FRESH-related resources published on webpage.
- Work closely with VP FRESH ED to update website calendar and OWL calendar information with FRESH ED events.
- Work closely with Brescia's communication department on trouble shooting problems (if needed).
- Serve as primary source of contact for any web-related issue.
- Communicate with VP Evaluation to keep record of webpage statistics.
- Update photo gallery on all events if possible.
- Troubleshoot any problems promptly.
- During Peer Educator & Executive meetings, provide a summary of any updates.
- Take initiative, work independently, and try to learn new concepts pertaining to website.
- Have an eye for detail and making things look aesthetically pleasing.
- Previous experience working with Wordpress and Adobe Photoshop is an asset.

Duties/Responsibilities as a FRESH Executive Member include, but are not limited to:

- Attend all FRESH executive and general meetings; be prepared to contribute new ideas, provide feedback, and actively participate in meetings.
- Communicate with Faculty Advisors, Executive Members, and Peer Educators in a timely, respectful manner.
- Participate in at least 2-3 FRESH ED presentations per academic year.
- Report PE volunteer hours to the VP Administration on the last day of each month or earlier.
- Maintaining confidentiality of specific aspects of the program's activities.
- Demonstrate:
 - Excellent organizational and leadership skills
 - Advanced communication and interpersonal skills
 - Commitment to the success of the FRESH program and its activities
 - Professionalism

FRESH

- Support FRESH program by promoting and participating in FRESH ED presentations, social media promotions and any other FRESH activities.

I have read and understood the position description:

Print Full Name

Signature

Date