Online Community Coordinator

The Online Community Coordinator coordinates all aspects of the my.amatyc.org online communication platform, working closely with the Executive Director, the Website Coordinator, the Professional Development Committee, the Executive Board liaison, and the AMATYC Office.

Appointment Process

The Online Community Coordinator is recommended by the President and appointed by the Executive Board.

Term of Office

The term length is three years. The starting date of each term is January 1 and the ending date is December 31. The term limit is three consecutive terms; exceptions may be granted by the Board to waive the term limit for extenuating circumstances by a 2/3 vote of the Executive Board, or at least 9 votes.

Desired Qualifications

1. Experience promoting and marketing educational programs and activities.
2. Ability to work with colleagues and to provide leadership and vision.
3. Ability to respond to requests promptly.
4. Well organized and able to work on a regular schedule.
5. Experience in website design and graphic design.
6. Excellent technology skills including a willingness to learn new programs.
7. Excellent written and verbal communication skills.
8. Experience collaborating with educational organizations and corporate entities.
9. AMATYC member with a Regular or Life membership.

Duties

1. In collaboration with the Executive Director, plan a roll-out of my.amatyc.org for AMATYC membership, including marketing strategies to encourage AMATYC membership to use the online community.

2. Develop, maintain and update the online community platform with the assistance of and recommendations from the AMATYC leadership. Tasks may include:
   a. build needed infrastructure,
   b. build and schedule automation rules for each community, for each event, for dues renewals, and to encourage member engagement,
   c. ensure that connections from the community website to the AMATYC website are working,
   d. establish and implement limitations on viewing for non-members,
   e. monitor content, and

      f. create graphics needed for the website.

3. Create and update tutorials to assist with tasks, such as:
   a. updating a profile,
   b. connecting with other members,
   c. joining a community,
   d. electronically publishing newsletters, or
   e. promoting communication among members through discussion forums.

4. Actively work with AMATYC leadership and members to ensure:
   a. new content is available to members on my.amatyc.org on a fairly regular basis,
   b. postings to the website are appropriate and professional,
   c. the site is growing and meets the needs of our membership.

5. Assist AMATYC Leadership with their portions of the website, including committee chairs, ANet leaders, and IMPACT leadership.

6. In collaboration with the Professional Development Committee, work to inform AMATYC membership of professional development opportunities.

7. Attend the AMATYC Annual Conference.

8. Provide technical assistance as requested.

9. Submit a written report to the AMATYC Executive Board Liaison by the deadline for the Spring and Fall Executive Board meetings using the format provided by the Executive Board.