



**SANTA CLARA COUNTY
LEGAL PROFESSIONALS ASSOCIATION**

**A Member of Legal Secretaries, Incorporated
("LSI®")**

P.O. Box 90509
San Jose, CA 95109-3627
Organized 1940
www.sccolpa.org

ASSISTANT WEBSITE COORDINATOR

- In the event the Website Coordinator is unable to fulfill the required duties as stated, the Assistant Website Coordinator shall assist and assume the Website Coordinator's responsibilities.
- Reports monthly the President, by email.
- Member of the Marketing Committee.

Time commitment: Minimal to moderate.