



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

WEBSITE COORDINATOR

Duties include:

- The Website Coordinator and the Assistant shall compile, edit, and publish through the Website all relevant and pertinent information and documentation having to do with SCCoLPA, making certain that the information is placed in its appropriate category, as determined by the Executive Committee. This dissemination of SCCoLPA information shall be published ongoing.
- The Website Coordinator shall be responsible for the creation of all SCCoLPA event flyers.
- With information provided by the Programs chair, the CEC Coordinator, the Marketing Chair, and Social Media Chair, the Website Coordinator shall update and upload flyers to SCCoLPA website, including the Members' Only section of the website.
- The Website Coordinator and Assistant Website Coordinator, through the Executive Committee, may request assistance as needed.
- With assistance from the Marketing Committee and Advertising Chair, the Website Coordinator shall be responsible for preparing and maintaining website contracts between SCCoLPA and vendors.
- Reports monthly to President, by email.
- Member of the Marketing Committee.

Time commitment: Moderate to heavy.