

Endeavour Elementary PTSA Elected Board Member Job Descriptions

Webmaster

Email: webmaster@endeavourptsa.org

Key Responsibilities

- Manages all website content for Endeavour PTSA including proactively seeking landing page content and working with Program & Event Chairs to develop program/event/other specific content
- Posts PeachJar updates
- Manages sales for website as needed (e.g. fuschia Basket, Mariners game, yearbook, etc.)
- Collaborates with Enrollment Verification Process (EVP) team to build PTSA Packet and necessary yearbook/membership/etc. sales
- Manages creation of all new email addresses and Sharepoint access
- For 24/25 helps in transition for certain website functionality from MySchoolPages to Givebacks
- Serves as back up for VP of Comm as needed (Jaguar Print, Social posts, etc.)

Commitment:

- Hours per month varies (at least 2 hours/week)
- Attend Monthly Endeavour PTSA Board Meetings
- Attend Endeavour PTSA General Membership Meetings (4x's per year)
- Complete annual training requirement