

**Florida Biomedical Society**

**FBS Webmaster**

**Job Description**

Appointed by President with consent of the Board – nonvoting member of FBS Board

**Purpose:** The purpose of the Florida Biomedical Society’s Webmaster is to produce, compile, edit and distribute the FBS website.

**Term of Service:** One Year Appointment,beginning at start of calendar year and concludes on December 31st of that year, renewable at the Discretion FBS President and with the consent of FBS board of Directors.

**Reports to:** FBS Secretary, President and Board of Directors

**Qualifications, Knowledge, Skills, Abilities:**

1. Shall be a member of FBS in good standing
2. Provide appropriate appearance and demeanor
3. Excellent organizational skills
4. Demonstrate proven marketing and sales skills
5. Good public relations skills
6. Demonstrate ability to collaborate with a diverse team
7. Good Microsoft Office, website management and publishing software or equivalent knowledge
8. Skilled with Google Drive, Gmail, Adobe Forms and document management best practices
9. Basic management skills

**Duties and Responsibilities:**

1. Plan, organize, prepare edit and enact editorial development of the FBS website.
2. Coordinate with freelance staff, member and other sources for the FBS website.
3. Oversee quality control, graphical, production and proofreading and ensure accuracy of the website.
4. Work with graphical designers; take photos and other media to provide appropriate content for the FBS website.
5. Ensure final edit is appropriate for distribution.
6. Oversee the appropriate deadline for distribution of the website as meant in accordance with the FBS Board of Directors direction or per Bylaws.

1. Participate as member of staff creative team when appropriate and participate as a member of the communication management team.
2. Assist with design of FBS symposium program and fliers and all other graphical, printed or other media as directed by FBS Secretary, president or board of directors.
3. Perform such duties as may be directed by the Board of Directors or at the president’s discretion when deemed to be in the best interest of the Florida Biomedical Society.
4. Maintain good standing status and attendance required by the Bylaws of FBS.

Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_