

Employment Information Manager

The Employment Information Manager is a volunteer position whose purpose is to establish contact between chapter members and local employers who have posted job openings. This position has the following responsibilities:

- Manages the WVC jobs subscription list (additions, changes, and deletions)
- Responds to related queries
- Communicates non-STC member subscription requests with the WVC treasurer
- Sends WVC STC jobs e-postings as they are submitted, using the WVC Jobs list, and communicates with the submitter as needed
- Submits a monthly report to the WVC council
- Attends and participates in chapter and administrative meetings
- Reports on employment-related topics at monthly administrative meetings
- Seeks ways to improve the employment information process, such as database administration, communication with potential employers, interaction with other chapters, improvements to the employment pages on the WVC website, etc. (optional but encouraged)

Requirements

- Not specified

Time commitment

- Depending on activity, this takes approximately 1 hour of time in any given week. As WVC does not seek job postings or "poach" from other websites, there may be weeks when you have no responsibilities!

Term and Succession

- The term is one year with no succession.