



Position Description

POSITION TITLE: Assistant Webmaster
REPORTS TO: AFMW Webmaster, AFMW Council

PURPOSE OF POSITION

This volunteer position offers fantastic opportunities to develop your written communication skills as well as your computer and internet skills (including website content management and social media marketing). An ideal position for an enthusiastic and motivated individual, the position will also allow you to develop a depth and breadth of understanding of Australian women's health and professional issues facing female medical students and doctors.

KEY ACCOUNTABILITIES

To the AFMW Executive Committee, AFMW Webmaster and AFMW Members

RESPONSIBILITIES

The Assistant Webmaster sources and compiles content for the AFMW website. Training, oversight and mentoring are provided to individuals who are willing to make a minimum 2 year commitment to the position.

REQUIRED ATTRIBUTES

Excellent written communication skills
Excellent organisational skills
Basic computer skills; prior knowledge of the Wordpress content management system used for the AFMW Website is not required
Personal computer ownership, internet access
Australian resident

DESIRABLE ATTRIBUTES

Member of the Australian Federation of Medical Women
Knowledge of issues affecting Australian health and medical women
Previous involvement in volunteer or not-for-profit organisations or committees

KEY INTERNAL RELATIONSHIPS

Important relationships within AFMW are with the following individuals and groups:
AFMW President – president@afmw.org.au
AFMW Secretariat – afmw@afmw.org.au
AFMW Webmaster – webmaster@afmw.org.au
AFW eNewsletter Editor – enewsletter.editor@afmw.org.au
State medical women's societies and AFMW state representatives:
www.home.afmw.org.au