



West Suburban Teachers Union Local 571

Webmaster/Communications Director: Job Description

Job Qualifications

1. Must be a member of West Suburban Teachers Union, Local 571.
2. Must be able to work with diverse groups of people and demonstrate a positive attitude.
3. Must be able to handle multiple tasks.
4. Must be able to work with minimal supervision.
5. Must demonstrate good speaking, writing, and computer skills.
6. Must be able to work with the Local President, COPE/PAC Chair, Legislative Directors, and other Officers of the Local.
7. Must be proactive.
8. Must have strong social media skills and knowledge of website management

Duties and Responsibilities

1. Attend WSTU Major Events (strikes, membership meetings, social events, political activities, legislative breakfast)
2. Request to put in to attend conventions: IFT (every 3 years in October) & AFT (every 2 years in July) reporting throughout and photos to be used for newsletters and social media
3. Communicate effectively to all members
4. Advertise membership and political initiatives on website and social media
5. Communicate endorsements on website and social media
6. Archive WSTU history on website and social media
7. Collaborate with WSTU Officers, Field and Business Agent Staff, Office Staff, Committee
8. Chair Communication Committee
9. Report successes/failures of website and social media platforms to engage members
10. Positively engage with members and public on social media and website
11. Attend Executive Board, House of Representatives, and Officer Staff Meetings
12. Take initiative to write articles as necessary or requested for both Union Messenger and WSTU Website
13. Respond promptly to emails and requests
14. Create and maintain WSTU website and social media platforms on a regular basis
15. Keep WSTU website up to date by adding and removing relevant content