

We're looking for an energetic, motivated individual who is capable of working both independently and as part of a team that is dedicated to achieving the Association of State and Territorial Solid Waste Management Officials (ASTSWMO) mission: to enhance and promote effective State and Territorial programs and to affect relevant national policies for waste and materials management, environmentally sustainable practices, and environmental restoration. [ASTSWMO](#) is offering an excellent opportunity for a Web Content and Social Media Specialist.

Position Description:

The position is responsible for the smooth operation of the office's information technology and will: oversee the ongoing upgrades to the website, website tools and features; maintain and update survey and meeting databases; maintain the social media accounts; assist with audio visual needs during membership meetings such as recordings; and provide day-to-day technology assistance to all staff to help improve office efficiency. This position reports to the Executive Director.

Responsibilities and Functions:

- Excellent computer and web design/maintenance skills are required, including proficient knowledge of Adobe, Microsoft Office, and web software.
- Strong interpersonal and communication skills.
- Proper, timely and accurate maintenance of website.
- Oversee the Association's GoToMeeting, Regonline, and Survey Gizmo accounts.
- Oversee the Association's social media accounts.
- Serve as liaison to ASTSWMO's IT contractor.
- Design, compile and edit the Association's quarterly newsletter.
- Assist staff with web conferencing and recording of meeting presentations.
- Assist and collaborate with staff with survey creation.

The position operates under the direct supervision of the Executive Director.

Requirements:

Education: Minimum BA/BS degree.

Experience: At least two years' experience in web design/maintenance, project management, and other technical and social media platforms.

Skills: Excellent written and oral communication skills; strong interpersonal skills; excellent organizational and planning skills; and strong attention to detail.

Capabilities: Ability to organize and implement projects with minimal supervision; demonstrated leadership capability; ability to work well with a wide variety of people and to coordinate diverse tasks; ability to understand and communicate technical concepts; familiarity with association or non-profit organizations and government relations is a plus.

How to Apply:

Want to work in a team-focused environment, while working to protect human health and the environment? Send cover letter, resume, writing sample and salary requirements to daniar@astswmo.org by Friday, March 3, 2017. No Phone Calls.