

Utah School Boards Association

Announcement of Position

Web and Communications Specialist

Description:

The Web and Communications Specialist will be responsible for the following:

- Oversee the USBA websites
- Create and oversee USBA member communications such as newsletter etc...
- Oversee social media sites on behalf of the association
- Maintenance of the Association's Information Technology (I.T.) System
- Assist with promoting of USBA member services
- Assist with professional development training and programs

Timeline:

Start Date: November 15, 2016

Opening Date: September 20, 2016

Closing Date: November 1, 2016

Salary and Benefits:

The salary will be based on qualifications. Benefits include: health insurance, retirement, 401K, life insurance, sick leave, vacation leave and paid holidays.

Location:

Utah School Boards Association, 860 E. 9085 S. Sandy, UT 84094

Qualifications:

Bachelors degree in related field or combination of education and experience

Job Description:

Available at www.usba.cc

How to Apply:

Submit a resume and a letter of interest to: rstowell@usba.cc



**UTAH SCHOOL BOARDS
ASSOCIATION**

Building Better Boards