**Technology Chair**

The Technology Chair shall represent the technological needs of the membership and explore new and existing forms of technology as they relate to career and employment services and the Association. The Technology Chair shall serve

as Co-chair of the Communication & Technology Committee and oversee the

Association’s website. Technology Chair is elected to a two-year term in odd-numbered years.

To develop and distribute public information and marketing materials including newsletters and brochures about the activities of the Association. Committee will oversee the Association website and social media efforts. Committee will assist event-planning committees with public relations and marketing. Committee shall consist of a minimum of three (3) members. Committee shall have co-chairs –one individual for Creative Marketing and one individual for Technology.

Duties Include:

* Updating web pages following conference and as new information is available
* Creating slideshows for website
* Responding to general inquiries via website
* Managing the HireKansasTalent webpage
* Updating contact information forms
* Working closely with Treasurer for member management
* Approve job postings on KACE Job Board
* Approve events for the KACE online calendar from member organizations
* Assist with marketing and technology needs for annual conference and summer drive-in (as needed/requested by committee chair)
* Other duties as assigned

Qualifications/Skills Required:

* Previous knowledge of website development/maintenance (i.e. WordPress, Wild Apricot, HTML, etc.)
* Strong written communication skills
* Interest in technology and educating members
* At least one year experience on Communication & Technology Committee