



Asia Pacific Career Development Association

## **Position Description: Website Editor for the Asia Pacific Career Development Association**

APCDA connects career development professionals who work in or are interested in the Asia Pacific region and provides a global forum for sharing career development ideas, research, and techniques that are effective in the Asia Pacific region.

We hold one conference a year, send weekly news blogs, and hold about 11 Officer or Board meetings per year. These events generate work. Other times may have less activity. We use a website (AsiaPacificCDA) powered by Wild Apricot (membership software).

**Work hours:** 20 hours/week and full time for the 2 months which include the conference

### **Duties:**

- Manages our Website, including creating webpages and fixing HTML issues, wisely and appropriately using the software to which APCDA subscribes, and resolving issues encountered by members or others using our website or emails.
- Produces attractive flyers for webinars and other purposes using Word converted to PDF. Includes verifying the Time Zone table for the event.
- Creates events on the website, including verifying the registration process, verifying the dates and times, linking to the printable flyer, and updating other event info on the website.
- Edits recorded webinars, sets up recordings on our video host site, and converts the live event records to recorded events, allowing continued registration.
- Produces News Blog weekly, setting up articles on appropriate webpages and linking to information as appropriate.
- Adds country reports and other documents on APCDA website
- Updates the website as requested to keep the website accurate and up to date

### **Required skills:**

- Knowledge of HTML tags and how to correct HTML problems
- Experience editing videos
- Expert knowledge of Word
- Skilled in Website maintenance
- Competence in using PhotoShop Elements or similar software for graphics
- Extreme attention to detail
- Skill in making materials visually appealing

**To Apply:** Send resume or similar information to [Info@AsiaPacificCDA.org](mailto:Info@AsiaPacificCDA.org)