

**ASSOCIATION OF GOVERNMENT ACCOUNTANTS
POSITION DESCRIPTION**

TITLE: Director of Public Affairs and Webmaster

REPORTS TO: Director of Communications

POSITION CLASSIFICATION: Exempt, Regular Full-Time

POSITION SUMMARY: Responsible for planning, organizing, directing, and implementing the Association's public relations program, maintaining the Association's Website, and assisting the Director of Communications in performing various functions within the Department.

KEY FUNCTIONS:

Public Affairs

- Generates and distributes press releases for all major AGA events to press.
- Seeks opportunities to promote the accomplishments of AGA members and CGFMs
- Seeks opportunities to promote the activities of the Association and its Chapters in various media outlets around the country.
- Represents the Association at media events.

Website

- Plans, organizes, directs, and implements the Association's website operations, including setting policy, coordinating work flow, and website maintenance.
- Develops and monitors the website budget.
- Manages and maintains the Association's Website.
- Seeks new ways to use the Internet to benefit the Association.
- Manages and maintains various listserves.

Program Administration

- Provides editing and design support for the Director of Communications.
- Assists in implementing the Association's integrated marketing schedule to include working with designers and staff on developing marketing pieces, generating mailing lists for promotions, keeping Customer Service Center aware of promotions.
- Serves as staff liaison to Early Careers Subcommittee and Human Capital Task Force.

April 1, 2000

REQUIREMENTS:

- Bachelor's degree in Journalism, Communications or related field.
- Excellent verbal and written skills.
- Demonstrated computer skills and working knowledge of word processing and html applications.
- Ability to manage multiple priorities simultaneously.
- Ability to work well under pressure, determine priorities, and produce results.
- Good public presence and the ability to interact with many types of people at different levels.
- Ability to travel as necessary.

April 1, 2000