

Brentwood Christian School
VIP Coordinator Job Description

Leadership Title: PTF Webmaster

Overall Job Description: Responsible for posting all updates in a timely fashion on the PTF website.

Essential Duties and Responsibilities – In order to receive the full 20 credit hours, you must complete the following:

1. Work with the PTF officers and coordinators to post the most current information to the PTF website.
2. Format website in most effective, readable fashion.
3. Meet posting deadlines.
4. Document work to pass on to future PTF Webmasters.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability recommended.

Talents/Skills/Experience:

- Organization and planning skills
- Written and verbal communication skills
- Detail-oriented nature
- Computer skills such as Linux, Apache, MySQL, PHP, HTML, MS Outlook, Word and Excel
- Creativity

Written By: Michelle Bryant

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