



## African American Community Service Agency

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web site: <http://www.sjaacsa.org>  
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### Position Title (Volunteers):

Web/Desktop Maintenance Technician

### Position Description:

1. Maintain web site content which includes but not limited to the following (required):
  - a) Upload PDF files to the web site
  - b) Maintain web site pages
  - c) Have some knowledge of ASP (Active Server Pages)
2. Provide Web Customer Care (required):
  - a) Create and submit electronic newsletter
  - b) Respond to customer seeking support on using and submitting data on the web site
  - c) Provide administrative support to the calendar, resource center, membership business directory and other features available to the community via the web site
  - d) Have some basic knowledge on how to manipulate images for posting on the web site
3. Ability to create small applications using Excel (optional):
  - a) Familiar with Macros
  - b) Have some knowledge on using basic Excel functions
4. Ability to develop small applications using Access (optional):
  - a) Familiar with designing simple databases
  - b) Familiar with Visual Basic

### Job Knowledge:

1. Knowledge of HTML
2. Knowledge of scripting language (ASP)
3. Excellent verbal and written skills
4. Knowledge of Excel
5. Some knowledge of Access would be a plus

### Experiences:

1. Must be an energetic self-starter requiring little direction and must be capable of handling interfaces with top management
2. Must have extensive understanding of HTML and web site maintenance
3. Experience in uploading and managing web site documents
4. Ability to research web solutions that could be integrated with the AACSA web site (like photo galleries, blogs ...etc)

### Work Schedule:

1. Seeking someone to work a minimum of 5 hours per week

### How To Apply:

Submit your resume to the office either by email, fax or mail with Attn: Executive Director.