

POSITION: Communications and Computer Systems Manager

Coordinate, design, product and maintain all print and electronic publications including association website, magazine, director and brochures. Administer organization's computer system.

Experience Required: Proficiency in print and electronic publishing using Quark Express, Photoshop and Dreamweaver. Familiarity and ability to provide basic maintenance and support for Microsoft Windows 2000, Windows Server 2004, Microsoft SQL Database, Outlook, Office. Two-year degree in computer science or five years experience in publishing or computer administration.

Salary: TBD

Contact:

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