



Antenna Measurement Techniques Association, Inc.  
Suite 2252, 6065 Roswell Road, Atlanta, GA 30328

## **Job Description for AMTA Web Administrator**

The Antenna Measurement Techniques Association (AMTA) is requesting applications for the position of AMTA Web Administrator. AMTA is a non-profit, 501(c)(3) organization dedicated to the advancement of antenna and antenna-related measurement techniques. The Board consists of seven directors, as well as several support roles, all of which are volunteer positions.

As AMTA has grown over the years, the administrative needs of the organization, and in particular the web-based support needs, have grown beyond what is feasible for an all-volunteer staff. Consequently, AMTA is seeking a motivated individual with the following experience & credentials to assist the board as we seek to grow the organization.

**Qualifications:** The nature of the AMTA organization and the AMTA Board of Directors in particular, requires an individual who is a self-starter with a willingness to take on new challenges, yet knows when to ask for help and guidance. Ideally, the applicant will have experience in business and/or event organization, as well as web-based support and administration for the same. Experience with non-profit and volunteer organizations is a plus. The applicant should possess the following list of minimum requirements:

- 1) competence in the use of computers and standard Microsoft Office products,
- 2) familiarity with website navigation and basic design (preferred experience with Google analytics and related tools),
- 3) outstanding organizational and communication skills (both written and verbal), and
- 4) the ability to work closely with members of the Board in defining, synthesizing, and documenting organizational requirements, and translating said requirements to expert consultants as needed.

**Duties and Reporting Structure:** The following list of duties represents “typical” tasks expected of the AMTA Web Administrator. Though the goal is that the Web Administrator be as autonomous as possible in the accomplishment of these tasks, resources will be made available by the Board in terms of volunteers and/or expert consultants as needed. The list below is not exhaustive, and the applicant may be asked to perform tasks not included in this list as the need arises.

- 1) Support the AMTA Board in the maintenance of the ATMA website(s), including updates and analytical reporting, email administration, domain registrations, membership database, paper archival, etc.
- 2) Prepare & post AMTA news via the website and email blasts.

- 3) Support AMTA in building the annual Symposia websites and their associated registration pages, as well as in the ensuing support required in those evolving needs.
- 4) Document all support requirements as communicated by the Board, and steps taken to address the same, as well as the associated levels of effort required.

Additional tasks may encompass the following:

- 5) Work with the Technical Coordinator to assist in the abstract/paper submission process.
- 6) Work with the secretary to publish the various meeting minutes.
- 7) Assist the secretary in the collecting, archiving, and maintaining of corporate documents.

The Web Administrator will report to the AMTA Board of Directors. More specifically, the Web Administrator will coordinate closely with and report to the Web Oversight Committee (WOC), which is chaired by the AMTA Vice President. In support of the aforementioned duties, the Web Administrator will act as a facilitator and liaison between the WOC and the AMTA Host Committee, AMTA’s web hosting provider (i4a), and any other outside web expertise that may be enlisted.

**Compensation:** This is intended as an independent contractor position with flexible hours, as determined by mutual agreement between the Board and the applicant. On average, the anticipated level of effort is expected to be 8-10 hours per month. This is an average number, with some months being considerably less, and some months being considerably more (especially around event registration time). Payment will be made on a task basis, with levels of effort estimated in advance, at a predetermined hourly rate. AMTA is a non-profit organization, and as such, operates on a defined budget that must be respected, hence mandating clear communications between the parties on required levels of effort.

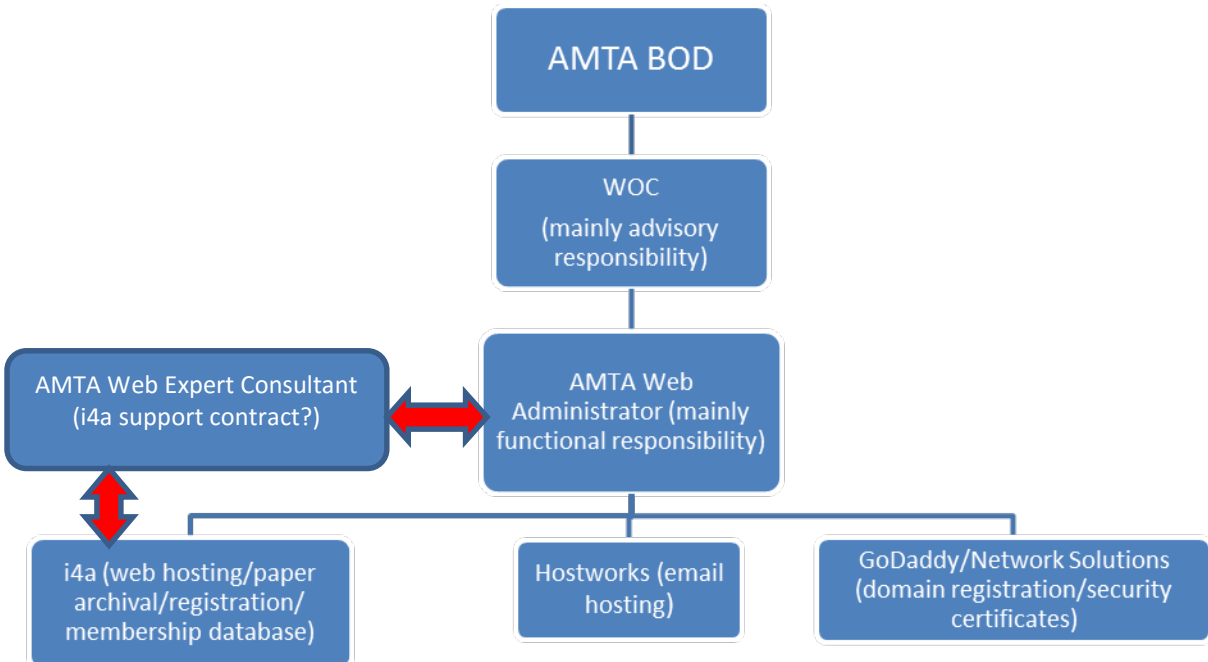


Figure 1 - AMTA Web Support Organizational Structure