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**Webmaster and Media Manager**

Nonprofit business association seeks a part-time contractor (8 to 10 hours/month) to develop website content, maintain website, edit digital photos, maintain social media sites, and create press announcements.

Requirements

* ability to attend one luncheon meeting per month (usually 3rd Thursday) (meal provided)
* strong written communication skills
* demonstrated skills with Adobe Photoshop or Photoshop Elements
* demonstrated skills in Microsoft Word
* experience with Constant Contact
* ability to maintain non-html website
* demonstrated social media skills (primarily Facebook, Twitter)
* experience with Webydo, Wordpress, other web development tools, and Adobe Creative Suite all pluses.

Must be self-starter and able to perform above tasks within ten days after monthly meeting. Training will be provided.

Send resume to Kathy Steen, President, North I-25 Business Association [kathy.steen@popalockabq.com](mailto:kathy.steen@popalockabq.com)

See more about the North I-25 Business Association, at <http://www.northi25.org/about.html>