

## Greater San Jose Chapter Operating Guide

**Job Coordinator Chair**

*Updated 02/12/2019*

# Purpose

The purpose of this document is to provide guidance on the roles and responsibilities of the position of **VP Jobs Coordinator** for current and future Chapter Executive Committee members.

# Roles and Responsibilities

The VP Jobs Coordinator is responsible for serving as the main contact for Chapter members and outside companies/recruiters looking to post and share job announcements, and to post resumes from members searching for a new job opportunity. Posting and sharing of jobs opportunities and resumes will be maintained on the Chapter website, social media (LinkedIn, Facebook), meeting announcements, and/or quarterly Chapter newsletters, ensuring content is relevant and up-to-date. The VP Jobs Coordinator will also search for applicable job opportunities on job boards such as LinkedIn.com, Indeed.com, EHSCareers.com, CareerBuilder.com, etc., and post/share relevant content.

Three of the top key elements to success of this Executive Committee position include:

* Continually plays down egos, even when engaged in passionate discussions and decisions
* Contribute significant voluntary time and effort to make the Chapter successful
* Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

Additional responsibilities include:

* Take the appropriate web-based training for the position of VP Jobs Coordinator as prescribed by Society on the ASSP website
* Perform other duties as directed by the President and approved by the Executive Committee

# Procedures

The VP Jobs Coordinator will interface with Chapter members and outside companies/recruiters looking to post and share job announcements or resumes on the Chapter website, social media, meeting announcements, and/or quarterly Chapter newsletters. Postings to social media, meeting announcements, and/or quarterly newsletters will be forwarded to the VP Communications for completion. Job/resume posting/sharing Requests will be received and monitored through the Chapter issued jobs@sj.assp.org email account. The VP Jobs Coordinator will post the job announcements on the Charter website or forward requests to the Society Webmaster at ChapterWebUpdates@assp.org. The website posting expiration date will be set to 30 days unless it is requested otherwise by the member/company/recruiter.

**Resources**

* + Executive Committee
	+ VP Communications

communications@sj.assp.org

* + ASSP Greater San Jose Google Drive – VP Jobs Coordinator folder

**Society Webmaster Contact:**

Mark Huelskamp

Web Designer and Developer, ASSP

(847)-768-3445

ChapterWebUpdates@assp.org

## **Continuous Improvement**

This document will be updated annually by the VP Jobs Coordinator and submitted to the Executive Committee at the annual transition meeting.