

Technology/Social Media Coordinator

Social Media

1. Create/produce podcasts, blogs, vlogs/ virtual webinars or conference
2. Creates and monitors IAIE content on social media platforms (Facebook, Twitter, LinkedIn, TikTok, YouTube, etc.)

Website

1. Work with webmaster to design a user-friendly website that is current, attractive/professional in appearance
2. Work with webmaster to automate scripted reports (membership, product sales, conference registration, etc.)
3. Monitor and supervise content, design and development of IAIE website (Possibly create if not working with a website contractor)
4. Provide updates to webmaster as needed
5. Develops content and design suggestions for the annual conference and any IAIE media products
6. Submits publicity information to webmaster regarding World Conference or any IE event
7. Yearly, work with webmaster to review security certificates, pass codes, etc.
8. Trouble shoot issues with webmaster
9. Provide to webmaster the description/information of new IAIE books/resources