

Communications Technology Coordinator

The American Institute of Architects New York Chapter is currently seeking a Communications Technology Coordinator.

Responsibilities include:

- Create and send biweekly electronic newsletter (eOculus), weekly events update (eCalendar), and occasional event-specific emails
- Facilitate redesign of Chapter's Web site (www.aiany.org)
- Maintain Chapter's Web site, including creating new pages
- Maintain Chapter's internal database
- Facilitate design of and maintain database's public Web interface
- Act as production manager for print materials
- Maintain subscriber database
- Basic troubleshooting of internal network problems
- Provide technical support for Center's AV system

Requirements

- Proficient in HTML, Dreamweaver, Photoshop, Illustrator, FileMaker, MS Office
- Knowledge of Javascript and PHP
- Good design and layout skills
- Experience with print houses
- Video conferencing, streaming, and sound mixing a plus

Salary commensurate with experience

Send resume, portfolio of Web sites worked on or layout/design samples, and salary requirements to: info@aiany.org