

WRCA Directory Coordinator

Position Description

Management of the WRCA Directory

1. Maintenance of the Directory database with additions and deletions thru yearly updates as distributed and communicated between the Directory Coordinator and Block Reporters.
2. Management of current advertisers.
3. Solicitation of new advertisers.
4. Development of content for the WRCA Directory.
5. Communication of data with printer.
6. Organization of Directory distribution program.
7. Communication, coordination with WRCA Membership Facilitator.
8. Communication with WRCA Membership Database manager.

Compensation

25% of new advertising

15% of on-going advertisement