



Port Fish Day, Inc.

PO Box 564

Port Washington, WI 53074

info@portfishday.com

Webmaster

Organization Mission

Port Fish Day, Inc is a 501(c)(3) non-profit charitable organization of volunteers dedicated to celebrating the citizens and history of the city of Port Washington, WI and support the civic organizations that support the city.

The civic organizations supported by Port Fish Day, Inc are:

- Ozaukee Lodge #17 F&AM
- Port Washington Lions Club
- Port Washington Rotary Club
- Port Washington Yacht Club
- St John's Mens Club
- VFW Post #7588

Port Fish Day is held on the 3rd Saturday of July every year in the harbor area of beautiful Port Washington, WI.

Position

This person serves as the point of integration within the Fish Day Committee to drive consistency of the website (www.portfishday.com) and manage the email system.

Tasks

General Tasks:

- Oversee the festival's goals and objectives as it related to the Fish Day website.
- Coordinate with all Committee members to ensure that the information on the website is maintained, up-to-date, and accurate.
- Educate Committee members on features of the website that could be useful to each committee.
- Strong partnership with the Marketing/ Public Relations Chair and Marketing/ Digital Marketing Chair to ensure that the website represents the goals and objectives of Fish Day.

Monthly Planning Committee Meetings:

- Attend monthly Planning Committee meetings or request permission to be absent from the General Chairman.
- At monthly Planning Committee meetings arrive on time, come prepared, participate, and act professionally.
- Keep an open line of communications with all other Fish Day Planning Committee members.
- Prepare a Website report for each monthly Planning Committee meeting.

Skills

Required Skills:

- Commitment to the vision, mission, and goals of Port Fish Day, Inc.
- Basic computer skills including use of email, word processing, and spreadsheets.
- Intermediate computer skills in web development/ maintenance.
- Basic knowledge of social media tools such as Facebook.
- Strong communication.
- Willingness to collaborate and incorporate the ideas of others.
- Willingness to lead a team.
- Able to work within a budget.

Nice to Have Skills:

- Demonstrated experience with speaking to diverse group of people.
- Willingness to speak on an as-needed basis to promote Port Fish Day.



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- Experience as a Wordpress administrator or developer.

Schedule

Prepare for and participate in the Monthly Planning Committee meeting held the 2nd Thursday of every month at 7:00pm.

As needed, update the website with new Sponsor information and upcoming community events, as appropriate.

6 Months Prior to Port Fish Day work with the Arts & Craft, Car Show, Parade, and Vendor Chairs to setup the site for acceptance of applications, including payments. Update website with the selected annual logo for the event.

1-3 Months Prior to Port Fish Day work with all committee Chairs, as appropriate, to solicit for volunteers. Update Entertainment information on the site with schedule and background information on the entertainers.

Screening

Must be able to successfully pass a background check.

Last Updated

August 12, 2019