Uplift Community Alliance®

HISTORIAN
Job Description

Position Summary
The Historian takes photographs at meetings, social events and programs for the organization's use. The Historian is appointed by the President with Board approval.

Specific Position Responsibilities

1. Take photographs at regular meetings and social events, focusing on volunteer work and member interaction.

2. Compile photographs and other documentation of the organization's events throughout the fiscal year.

3. Submit photos to the Newsletter Editor for use in creating the newsletter.

4. Display photographs of members and events on the Programs Office bulletin board.

5. Identify people, places and events shown in photos when possible.

Qualifications and Competencies
Digital photography and photo printing
Relevant Microsoft programs
Computer scanning