**NFB-NEWSLINE NY Position Description - Technical Coordinator**

This document outlines the scope of duties and responsibilities that the NFB-NEWSLINE NY Technical Coordinator must meet or exceed with regard to the administration of the National Federation of the Blind of New York (NFBNY) website, telecommunications and other digital systems and services deemed necessary and essential to the successful operation of the NFB-NEWSLINE NY service, including marketing and outreach of NFB-NEWSLINE in New York State.

The NFB-NEWSLINE NY Technical Coordinator Shall, in a timely manner:

* Maintain the New York State Specific Channel, )”Local Information Channel”) and add content as directed
* Maintain and expand the NYNFB.org website, assuring that all content is up to date and that all NFB-NEWSLINE related information is current and accessible to the public
* Assist in the production and distribution of electronic information, including the NFB-NEWSLINE quarterly newsletter
* Assist NEWSLINE contractors and subscribers with technical issues
* Assure that all website content produced or sought to be made available through the nfbny.org website is accessible and complies with current WCAG standards
* Assist the Outreach Coordinator and the Affiliate President in developing and updating an electronic system for the retention, management, availability and electronic storage of program records and files, and Assure that the electronic record management system conforms with current WCAG standards and provides for both on-site and off-site backup of records daily
* Work in conjunction with the NFB-NEWSLINE NY Outreach team to develop, maintain, and update as necessary, email and other electronic capabilities to produce and distribute Newsline related marketing, promotional, training and presentation materials
* Perform Other duties as assigned by the NEWSLINE Outreach Coordinator and/or the Affiliate President