



JotForm Coordinator Position

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Position:		JotForm Coordinator (member of Website Committee)
Requirements for Position:		<ul style="list-style-type: none"> • Own a desktop or laptop computer. • Be comfortable using computers for word processing and data applications. • Have a desire to learn new skills.
Duties of Position:		<ul style="list-style-type: none"> • Learn JotForm methodology and a few capabilities of Airtable (database manager). • Maintain and modify current applications used by Senior Scholars. • Create new applications as needed. • Resolve application issues that may arise. • Work with members in functions with an interest in JotForm applications, including the Membership Committee, the Technical Committee, the Treasurer and the Website Committee.
Use of JotForm by Senior Scholars		<p>Senior Scholars uses 20+ JotForm applications for a variety of tasks, including:</p> <ul style="list-style-type: none"> • Gathering information on weekly speakers. • Registering members and guests for Zoom meetings. • Signing up persons for a new or renewal membership.
Training/Support:		Both will be available. Plus, JotForm has an excellent help desk.
More Information or to Apply for Position:		Contact Steve Gilbert sgilbert06@gmail.com