

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, social events and volunteer work.
2. Compile photographs and other documentation of the organization's events throughout the fiscal year.
3. Submit photos to the Newsletter Committee for use in creating the newsletter.
4. Display photographs of members and events on the Programs Office bulletin board.
5. Photos should include identification when possible.

Qualifications and Competencies

- Digital photography and photo printing.
- Relevant Microsoft programs
- Computer scanning.