Associate, Web – Conference Websites, Main Sites

Your Role as Manager, Web & IT:
- Manage the regular updating of the Annual Conference website under the guidance of the VP, Web and Chair, Annual Conference;
- Work collaboratively with VP Marketing, Chair, Annual Conference and other members of the management and events committees to build the Annual Conference website;
- Communicate technical requirements for text and graphics on the website to for successful execution for the web;
- Actively seek improvements & efficiencies to Organization processes;

Core Competencies:
- Experience in web development is an asset
- Ability to work well within tight deadlines
- Works well in a collaborative environment
- Strong problem solving skills
- Passionate about LGBTQ workplace issues and corporate diversity

Examples of Deliverables:
  1) Updating website content
  2) Creating new webpages to support operations
  3) Supporting larger web initiatives like a website migration or database update

Commitment:
- Approximately 0 - 10 hours per week
- Attendance at quarterly management meetings
- Attendance at Website & IT team meetings as directed by VP, Website & IT
- Participation in Out On Bay Street events and initiatives

Works Closely With:
- VP, Website & IT

Reports To:
- VP, Web & IT

Term: January 2017 – December 2017

Positions Available: 2

[NOTE: Preference for this role will be given to students currently enrolled in a post-secondary program.]