



# Job Posting

External/Internal

Id # WC0111

Posting Date: May 18, 2011

## Website Coordinator

**Reporting to:** Manager of Volunteer Resources & Support Services  
**Bargaining Unit:** HSA AIDS Vancouver Chapter - #849  
**Classification Grid:** Grid Level 10  
**Benchmark:** Information Technology Administrator 2  
**Union:** Community Subsector Collective Agreement  
**Location:** Seymour Site  
**Duration:** Until return of incumbent  
**Hours of Work:** 8 hours/week/flexible  
**HSA/HEABC ID #:** #3.12918

### Job Summary:

The Website Coordinator develops and maintains AIDS Vancouver's online presence including but not limited to the website, Facebook, Twitter, YouTube, LinkedIn and other appropriate social media through technical support and design. The Website Coordinator works with volunteers and staff to implement best practices for the agency's social media and online representation.

### Duties:

- Consults with the Manager of Volunteer Resources & Support Services on program issues and direction;
- Develops, coordinates and maintains AIDS Vancouver's online media including the website, Facebook, Twitter, YouTube, LinkedIn and other appropriate social media, ensuring a consistent and accurate representation of the agency on the Internet;
- Develops, designs, modifies and implements website protocols;
- Compiles qualitative and quantitative statistics and reports related to program services;
- Recommends and implements Internet links and online resources which support the mission of the agency;
- Organizes and maintains website content in collaboration with agency staff and the PIE Committee;
- Collaborates with the Computer Network Systems Coordinator regarding technical and system administration issues including website security and hardware;
- Collaborates with all departments within AIDS Vancouver and assists them in implementing and maintaining custom file systems and databases and coordinates online content with departmental staff;
- Participates in appropriate staff development activities;
- Provides coordination, direction, and ongoing support to Web Services volunteers
- Attends all staff meetings as called by the Executive Director and/or the Manager of Volunteer Resources & Support Services when scheduled during regular working hours;
- Complies with agency policies and procedures;
- Performs other related duties as assigned.

## **Qualifications:**

### **Education and Experience:**

- Diploma in Computer Sciences or related Internet Development from a recognised school or an equivalent combination of education, training and experience;
- Three years experience with creating, on-going development and maintenance of an Internet website and other social media.

### **Skills and Abilities:**

- Understanding of web design, composition and page layout;
- Ability to communicate effectively both verbally and in writing;
- Knowledge of advanced LAN/WAN management;
- Knowledge of HIV and population;
- Ability to work both independently and in cooperation with others;
- Ability to lead, plan, organize, and prioritize;
- Ability to operate related equipment;
- Ability to identify, investigate, assess, document, and resolve network, software and hardware problems.

### **Closing Date for applications:**

**May 30, 2011**

**Brian Chittock, Executive Director. Email: [brianc@aidsvancouver.org](mailto:brianc@aidsvancouver.org)  
1107 Seymour Street Vancouver BC, V6B 5S8**

**NO PHONE CALLS PLEASE**

Although we consider every application carefully, only those selected for an interview will be contacted. AIDS Vancouver is an equal opportunity employer and we encourage applications from those of diverse backgrounds (incl. gender, sexual orientation, ethnicity, community origin, and HIV status).