International Association
of Business Communicators
Calgary

Member Communications
Website Coordinator

Level of Expertise:	This role is ideal for a communications professional — at any stage of their career — who is seeking to practice or refine their skills in website management.
Time Commitment:	12-15 hours (on average) per month. *The final time commitment will be negotiated with the successful candidate/s.*
Duties:	This is an important role to ensure our central communication tool, www.iabccalgary.com, is a high performing, reliable and easy to use website for our audiences. You can expect to walk away with tangible results in user experience (UX) improvements, website analysis and content management. Description of duties: - Work with the Co-Director Member Communications – Website to do an audit of the website to ensure content is up to date. - Make updates to the blog with content shared by other IABC/Calgary teams. - Keep track of local and international events and update them on the IABC/Calgary website.

	• Track website analytics and create monthly reports. • Work with our wonderful sponsor Graphically Speaking for support on above mentioned activities.
Experience:	• Excellent written communication. • Exceptional attention to detail. • Strong interest in website management from a technical and data driven perspective. • Willingness to experiment and learn with others. • Team player who likes to have fun and work across functions. • Self-learner who can research how to address problems and take action.
Technology:	Basic content management system (CMS) experience i.e. you have updated content on a website or intranet - ideally using WordPress, however Wix, SquareSpace, Drupal, Joomla or a custom CMS are also applicable. If you have previously used Google Analytics, SEMrush and/or have UX experience please include that in your application. Experience with HTML coding is also an asset.
Reporting to:	Co-Director Member Communications – Website, Jose Joy