

EMPLOYMENT OPPORTUNITY

Website Administrator & Digital Projects Support



Position Type: P/T; 10-25 hours / month

Location: Remote

Compensation: \$50-75/hour (billed by the hour or on retainer)

Application Deadline: May 29, 2024

Start Date: ASAP

Description

Yellowhead Institute is hiring a Website Administrator and Digital Projects Support person to support the maintenance and expansion of our website, and development of other digital projects for the Institute. Yellowhead's online presence is an integral part of the Institute. We are seeking someone with a creative eye and analytical mind who will work in collaboration with the Director of Operations and third party collaborators to handle the ongoing updates and upgrades to Yellowhead's sites. Yellowhead also has a number of additional digital projects in development that require UX/UI support, including a pending online curriculum.

We're looking for someone who has strong general tech skills; even if you haven't used a specific digital tool, you're confident to try and are able to figure out the basics relatively quickly. You work from a human-centred design perspective and are eager to understand the particularities of Yellowhead's audience and ensure that their needs are met when visiting our websites. While this role is a remote one, ideally, you're someone who can work flexibly in traditional working hours – and at times – be available to make site updates on the fly or with short-ish notice.

The hours will range weekly from 2-10 hours/week depending on project flow and needs.

If you're someone who has a critical understanding of equity, and/or Indigenous context, that is also ideal!

(And, if you also have graphic design / social media content creation skills and are interested in supporting Yellowhead in those areas too, please let us know!)

Duties and Responsibilities

- Manage expansion of the Yellowhead site while maintaining the brand identity, prioritizing accessibility and user experience;
 - Working with site developer to improve search function on yellowheadinstitute.org.
- Maintain, update and optimize all Yellowhead websites;
 - Test sites across operating systems, devices; troubleshoot any issues related to the websites.
 - Make recommendations for functionality and optimization.
- Content Management: adding, editing and removing website content;
 - Liaising with web developer, designers and YI team for site related needs.
- Provide art direction, UX/UI input on all Yellowhead digital projects based on Yellowhead's existing brand;
- Web Analytics: monitoring site traffic, user behavior and other relevant metrics

- Domain and Hosting management;
- Provide tech hosting support for online Yellowhead events (Zoom, Google Meets)
- Manage the Land Back online course platform (Wordpress / Learn Dash);
 - Helping people with online registration and engagement with the online Land Back course; pulling registration data, troubleshooting where needed.
 - Support with the tech side of developing future Yellowhead School online initiatives; liaising with third-party vendors to represent Yellowhead throughout the production phase of digital projects.

Qualifications

- At least three years of web administration/development experiences;
- Proven experience as a creator with UX / human design mindset → your approach to work is centred around creating clear, accessible, and engaging processes and content;
- High degree of comfortability with Content Management Systems and site builders, Wordpress and Elementor in particular
- Experience with Articulate Rise and online learning platforms a plus;
- Strong troubleshooting and analytical skills;
- Experience with Google Analytics;
- Knowledge of with web standards and AODA compliance;
- Familiarity with HTML/CSS;
- Experience with Figma a plus;
- Effective communicator, high degree of organization and attention to detail.

Application Instructions

Deadline: May 29, 2024

Please send a to info@yellowheadinstitute.org with the subject "Application: Website Admin & Digital Projects Support"

- **Deadline:** May 29, 2024, 11:59pm
- **Required Documents:** Short cover letter, resume and portfolio/links to your work in one PDF saved as "First Name, Last Name Site Admin Application"
- **Email applications** to info@yellowheadinstitute.org; please send as one single PDF, saved as "First Name, Last Name Research Assistant Application"