



Director of Web Development

Reports to: Vice-President

Purpose

Work with the Director of Marketing and the Director of Design to help drive promotions and awareness of Capilano HRMA through our digital platforms.

Responsibilities

- Update HRMA website every semester with member information.
- Update HRMA website for every event.
- Update HRMA website yearly with ALUMNI.
- Monitor and update Capilano HRMA social media outlets on a weekly basis.
- Post event awareness at least 3 days leading up to an event.
- Share articles, events, and jobs that would appeal to Capilano HRMA members.
- Develop Capilano HRMA brand awareness and online reputation.
- Contribute to event idea generation and preparations.

Qualifications

- Strong attention to detail
- Able to communicate message effectively through writing
- Basic knowledge of HTML and photo editing or outstanding research skills

Outcomes

- Build knowledge and skill in social media and promotions.
- Build portfolio with practical experience to increase employability.
- Greater knowledge of HTML and photo editing.
- Build knowledge on website management (front end and back end).
- Enhance the copywriting skills and visual intelligence.

Time commitment of 1-6 hours/week for both Fall 2019 and Spring 2020 semesters.