

Sept 2023

Website and Social Media Manager Required!

Purpose Provide website technical support to APB, including updating and maintaining content and functionality and ensuring that APB members are getting a professional experience when engaging online with the APB.

Term The contract will be for **one year**, renewable as required.

Hours Hours per week will vary with ongoing maintenance and support requirements. More hours might be needed around conferences, during membership renewal periods and during any website outages or updates.

Location This is a virtual office, remote work position. The successful candidate is expected to work independently, within the framework of policies, procedures, systems and software provided by the Association of Professional Biology. The candidate is expected to use their own computer.

Reporting This position reports directly to the APB Board of Directors, via the APB President and will work closely with the APB's Office Manager.

Deliverables Timely delivery of updated website content. General duties & qualifications include:

- Domain & Hosting Management / IT Support
- Experience with Association Management software for websites such as iMIS (ASI), site navigation, content layouts, development and updates.
- Experience with SMTP Hosting & SSL Security
- Experience with HTML, metadata & website design
- Experience with social media platforms, especially Facebook, Instagram, X (formerly Twitter) and YouTube
- Familiarity with digital marketing practices and resources (e.g., Google Analytics)



- Experience with RiSE* would be considered an asset.
- Experience using iMIS interface with social media would be considered an asset.

**RiSE 'The Web Engagement Platform in which iMIS is built, and with which you can build and extend your own sites.'*

Qualifications This position is open to all applicants. Preference will be given to members of the Association of Professional Biology, the College of Applied Biology, and/or the Alberta Society of Professional Biologists.

Requirements This is a contract position and requires flexibility to work at various hours and days of the week. You will be required to collaborate with staff, board members and/or volunteers for website content. The successful candidate must provide their own office essentials (computer, office software, etc.) and will be required to maintain WorkSafeBC registration.

Ideal Candidate You will excel in this position if you are positive and self-motivated, with excellent written and verbal communication skills, a professional work ethic, and a strong aptitude for technical support and troubleshooting of content management system applications and website management.

Compensation Commensurate with experience.

Application Process & Closing Date

To apply, please send a cover letter, and resume with references by email to info@professionalbiology.com

This position is open until filled; applications will be reviewed as received.