

WEBSITE MANAGER

The Institute for International Women's Rights-MB (IIWR-MB) is seeking a talented Website Manager who would be responsible for IIWR-MB's website. Their primary role will be to oversee and support the webpage and related technology properties. The Website Manager would be responsible for the timely uploading of information, troubleshooting of the webpage and management of the organization's technology properties. Like all IIWR-MB volunteer members, the Website Manager ought to be committed to the IIWR-MB's mission of promoting gender equality awareness through advocacy, education and action.

Terms of Employment: Unpaid Volunteer Position

Term: Until March 2023, with opportunity for renewal.

Compensation: N/A

Languages: English (Additional languages an asset)

Time Commitment: Approximately 10 hours a month

Closing Date: Saturday, November 27, 2021

Employment Equity

The Institute for International Women's Rights-Manitoba is committed to inclusion and equity in our employment and engagement opportunities. Indigenous peoples, Black people, and other People of Colour, persons with disabilities, persons of minority sexual orientations, gender identities and expressions and persons with relevant lived experience are encouraged to apply and will be prioritized. We are committed to removing barriers that have historically existed against such groups and acknowledge the inherent biases and power dynamics that exist within hiring processes. As such, please do not hesitate to contact us regarding any accommodation that can be made for the recruitment/interview process. Doing so will not impact your potential for success in the interview process but will help us better meet the needs of interested candidates. For accommodations, please contact Fiona Vowell, VP Administration, at info@iiwrmb.ca.

About

Founded in 2013, the IIWR-MB operates to support the full actualization and support of rights of women, girls, and gender diverse folks both locally and internationally. Founded in 2013 and building off the historic organizing work of Manitoba feminist communities, IIWR-Mb fosters spaces for education, awareness, and action to promote gender rights. IIWR-Mb is a community focused organization, reaching out to diverse individuals and organizations in Manitoba that are working in the general area of gender rights. We are volunteer run by an elected board and incorporated as a registered not for profit in the Province of Manitoba and hold United Nations Economic and Social Council (ECOSOC) consultative status.

Responsibilities

- Participate in the Communications Committee and report to the Communication Chair
- Coordinate and develop an ongoing web strategy that engages IIWR-MB members and the public at large
- Identify and create content for the IIWR-MB webpage, including regularly updating the events calendar
- Provide support in troubleshooting the webpage should the need arise
- Manage access to website editing; provide basic training to new editors in coordination with Communications Chair
- Upload monthly minutes to website and update all pages as need arises.
- Manage email server for all IIWR-MB email accounts, including updating login information as needed
- Support other initiatives, as needed

Required Qualifications

- Over 18 years of age by end of calendar year
- A member, or willingness to become a [member](#) of IIWR-MB
- A commitment to the vision, mission, values and principles of IIWR-MB

Desired Qualification

- Experience using WordPress, Elementor and/or related experience with web design and management.

Please send a cover letter and resume detailing why you want to work with IIWR-MB to info@iiwrmb.ca by midnight on Saturday, November 27, 2019. Qualified candidates will be invited to an informal interview via video chat. Apologies, only qualified candidates will be contacted.

Apply by email: info@iiwrmb.ca

Please contact Fiona Vowell, Vice-President Administration at info@iiwrmb.ca if you have any questions regarding this posting