

PAL (55+) COMMUNICATIONS COMMITTEE

IT Developer/Designer/Consultant

Pembina Active Living is looking for a developer/designer to help with some of their technical needs, which is even more necessary during the current pandemic.

Please review the job description below and if you or any of your friends/family have relevant knowledge and skills, please contact Janice Handford at j.handford@shaw.ca providing the following information:

- A brief resume or profile
- Knowledge and skills (Experience in all areas is not required but please indicate what, if any, experience you have in each area listed)
- Salary expectations (either based on 20 hours per week or an hourly rate)

JOB OVERVIEW:

- The IT Technical Resource is a paid resource reporting to the Communications Chair.
- PAL is currently looking at a number of initiatives which would be well served by having a design/development resource on our team. These include:
 - PAL's Database Development Project (DDP) team is mandated to replace three independent and overlapping member repositories with one repository which will be accessible by anyone needing access to the information (with security limitations). The intention is to add functionality that is not in any of the 3 repositories. The IT Technical Resource would participate in this evaluation and implementation.
 - PAL is planning the redevelopment of its website and porting same to a new hosting environment. PAL could benefit from having assistance with design and development.
 - PAL uses Gotomeeting for online meetings. It would be beneficial to have a resource who could focus on how this product works and possibly on training.
 - PAL uses MailChimp to send email blasts to its members and contacts. We would like a resource that could focus on the workings of this tool to provide advice and assistance to those using the tool.
 - PAL maintains a presence on Facebook. Changes are in progress to improve the design and the way in which it is registered with Facebook. This requires technical review prior to implementation

EXPERIENCE/QUALIFICATIONS:

- IT database experience
- IT project lifecycle experience
- Experience with Website CRM products, specifically Wordpress
- Knowledge of an online collaboration tools (e.g. Gotomeeting, Zoom)
- Knowledge of an online email distribution systems (e.g. MailChimp)
- Knowledge of Facebook, specifically in setting up business account