



# Web Coordinator

## Position Description

Services and Marketing

p: 604-557-4038

w: [ufvsus.ca/jobs](http://ufvsus.ca/jobs)

e: [hr@ufvsus.ca](mailto:hr@ufvsus.ca)

*The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving our UFV student members. The SUS manages the Student Union Building and facilities a number of services such as the UFV Campus Connector, food services, student advocacy, financial aid, events, in addition to clubs and associations support. As the official representative body of UFV students our mission is to create a strong, unified student voice, provide innovative and valuable services and developmental opportunities to our members by advocating on behalf of and collaborating with the Student Body, UFV and the wider community.*

# Web Coordinator

**Work Hours:** Part-time 15-30/week

**Reporting to:** Senior Manager, Services & Marketing

## POSITION DESCRIPTION

We are seeking for an organized and enthusiastic student to experience working with the SUS team in the Communications & Digital areas. This position will assist in the development of online executions for websites, social media and other communications channels. The applicant will be learning/collaborating closely with the Services & Marketing Director.

*Candidates must be currently enrolled in a program at the University of the Fraser Valley and for at least one more year after starting date.*

## FOCUS AND RESPONSIBILITIES

- Write and edit site copy (HTML, CSS, PHP ) as needed
- Assist in the development of digital and interactive materials.
- Gather information and materials necessary for the development of Information and Communication projects
- Turning design mock-ups into functioning digital communication tools (HTML, CSS)
- Assisting with support tickets to correct bugs / issues on the SUS websites
- Working on new feature requests and implementing on current sites
- Manage multiple projects simultaneously amid ambiguity
- Generate ideas for new content
- Refine and execute content strategy, ensuring that all site content meets business requirements
- Provide production support on small, medium and large-scale projects.
- Maintain and adhere to compliance code design standards and creative templates.
- Review the accuracy and quality of deliverables.
- Provide support to the Senior Manager of Services & Marketing
- Utilize strong organizing skills from concept through to completion
- Ensures that information and communication items are transmitted on time and in the correct format





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## OTHER DUTIES

- Speak with others using clear and professional language. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other team members.
- Ensure adherence to quality expectations and standards.
- Perform other reasonable job duties as requested by Supervisor.
- Have up to date and accurate knowledge of organizational affairs as a front line information point in the student community.

## SOFTWARE SKILLS REQUIRED

- Experience with HTML/CSS/PHP
- Basic Adobe Experience with PDF, Acrobat PRO, Dream weaver or similar.
- Experience with Blog Platforms, Facebook, Twitter, Instagram, Gmail Calendar & Email Posts.
- Familiarity with Microsoft office software (Word, Excel, Outlook, etc).

## GENERAL REQUIREMENTS

- Must be currently enrolled in a program at UFV and for at least one more year.
- Comfortable working independently and collaboratively
- Energetic and organized.
- Detail oriented with a strong focus on attention to detail.
- Is adaptable and flexible.
- Highly developed communication skills.
- Capable of researching and implementing digital solutions.
- Detail oriented, and good time management skills.
- Knowledge of layout, digital style and typography.
- Strong copywriting, spelling and grammar skills.
- Must be reliable and responsible.
- Able to manage deadlines and plan tasks well in advance.
- Must work with and treat all people respectfully and equally.
- Demonstrates an eagerness to learn new things.

## ASSET BUT NOT REQUIRED

- Experience with Google Words, Google Analytics, Word Press
- Java, Java script, and other languages.
- Adobe Illustrator, Photoshop, or similar





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## WAGE

- \$14.50 hr. plus 4% vacation pay and up to 30h/week.

## APPLICATION PROCEDURE

- Please send a cover letter and resume to [hr@ufvsus.ca](mailto:hr@ufvsus.ca) or via the UFV Career Link posting.
- Please attach screen shots or a link to portfolio sample(s).
- Please write: Web Coordinator Position Candidate in the email subject.

We thank all applicants for their interest; however, only selected candidates will be contacted for an interview.

