



after BREAST CANCER

Charity #849225040 RR0001

Position: Website Coordinator Volunteer
Time Commitment: Flexible schedule with ability to work remotely as needed
Location: 1292 St. Clair Avenue West, Toronto, ON M6E 1C1

Position Summary:

The Website Coordinator is our administrator after BREAST CANCER's website. You are a self-motivated and creative thinker who pays attention to detail. You will be managing, publishing, and maintaining content on our charity's website, as well as enabling easy navigation for users. You will also use your creativity and knowledge of information technology in order to keep the content displayed on our website up to date, and aligned with our objectives.

Tasks and Responsibilities:

- Create and optimize content for after BREAST CANCER's website, using a variety of multimedia, graphics, and animation
- Plan, design, modify, write, integrate, and test website related code
- Source, select and organize information for the layout and flow of the website
- Consult and collaborate with fellow volunteers to establish and develop website requirements and content
- Publish content, maintain continuity of themes and design layout
- Increase online traffic in order to gain potential sponsors
- Research and evaluate a variety of interactive media software products
- Other duties as required.

Qualifications:

- Complete understanding of CSS in a WordPress environment
- Ability to create custom web design concepts
- Excellent communication skills
- Ability to work independently and on schedule
- HTML
- Javascript
- Troubleshooting
- Plugin integration

Start Date: Immediately

Remuneration: Transportation costs to and from (public transit or parking)

Start Date: Immediately

Term: Interns MUST work minimum 10 hours a week or more for 3 months consecutively

Remuneration: TTC costs to and from the office reimbursed



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What's In It for You? Benefits and Opportunities:

Connections/Networking:

- Expand your professional and personal network

Growth/Development:

- Enhance core competencies: engagement strategy, content, data and automation (may include)
 - Website and Social Media
 - Interpersonal skills
 - Planning and organizational skills
 - Communication skills
 - Business acumen
- Gain expertise working within a non-profit organization
- A great place to gain valuable work experience for placement / transitional opportunities while contributing to **after** BREAST CANCER's vision of creating a future to make a difference one woman/one survivor at a time.

About **after** BREAST CANCER:

Our Vision

Our Vision Is To Make A Difference...**ONE Woman / ONE Graduate At A Time**

Our Mission Statement

after BREAST CANCER is a Canadian Charity incorporated with the following objectives:

- To provide resources that contribute to a woman's Quality of Life (QOL) after breast cancer.
- To provide women with limited financial resources and NO insurance with mastectomy bras, mastectomy camisoles and breast prostheses at **no cost** to them after breast removal surgery (mastectomy or lumpectomy).
- To identify underserved areas in breast cancer survivorship that lack resources and provide evidence based information that can facilitate informed decision making on issues related to breast cancer survivorship.

Ready to Join the Team?

We encourage all interested individuals to submit a cover letter supporting how your qualifications make you the ideal candidate for this volunteer intern position.

Application Process: Please quote: **Website Coordinator Volunteer** on the subject line, complete our application form and attach your cover letter and resume (or link to your LinkedIn profile) attention: Human Resources Director at: hr@afterbreastcancer.ca.

We thank all those applicants that may apply. For more information about our organization and our cause, please visit our website at: <http://afterbreastcancer.ca/>