



Canadian Pride Historical Society

Volunteer Title:	Website UX/UI Coordinator	Position Class:	Coordinator
Reports To:	Sr. Website Coordinator	Term:	N/A
Volunteer Job Description			
Position Summary & Job Purpose: The Website UX/UI Coordinator is responsible for assisting with the design, building and maintenance of the Canadian Pride Historical Society (CPHS) website. Duties & Responsibilities • Publish content and maintain the brand identity of the CPHS through its website • Create wireframes and high-fidelity website designs, in-line with established brand guidelines • Ensure designs are intuitive, responsive, and meet AA accessibility standards • Work independently and demonstrate full ownership and accountability for assigned tasks • Work with the Communications and Marketing team to execute tasks proficiently • Provide monthly reports of website analytics to the Sr. Website Coordinator • Perform monthly backups of the entire site and database • Clean, update, and format site content • Manage hosting account and domain registrar account Qualifications: • Proficient in building and maintaining websites using Wix Studio • Experience in UX/UI, creating responsive and user-friendly interfaces • Proficient in creating high-fidelity mockups and basic icons using Figma • Strong understanding of AODA accessibility standards and ability to incorporate them into design solutions • Familiar with the Cpanel control panel for website management • PHPMyAdmin database export and import • Working knowledge of Microsoft Office • Strong communication, presentation, and interpersonal skills. • Strong time-management and organization skills • Experience in WordPress and Elementor, as well as basic knowledge of HTML and CSS considered an asset • Working knowledge of SEO and Adobe Creative Suite programs, including Illustrator, Fireworks, and Photoshop considered an asset We are committed to ensuring our Board of Directors and supporting volunteer base are made up of a diverse group of individuals. We encourage the following groups to get involved with the CPHS: • Trans Identified • Non-Binary Identified • Female Identified • BIPOC • Person with a Disability • People aged 40+ • French-speaking or other languages spoken besides English For more information on the CPHS please visit our website at www.cphs.ca. Interested applicants can apply at HR@cphs.ca			