



# ACOMI

AFRICAN COMMUNITIES OF MANITOBA INC.

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## Job Posting Web Development Student Intern

**POSITION TITLE:** Web Development Student Intern

**REPORTS TO:** Director of Community Programs

**PAY:** This is a paid internship position

**ABOUT ACOMI:** The African Communities of Manitoba Inc. (ACOMI) is a growing organization whose aim is to build a more vibrant, engaged and sustainable African Canadian presence across Manitoba. For the past 20 years, ACOMI has contributed to developing Manitoba's culturally rich and economically prosperous, socially inclusive society by bringing programming and events to the community that help to advance community unity and prosperity.

As we move into our next decade, ACOMI is looking to grow its outreach capacity through the redesign of the ACOMI website and by hiring on a Web Development student intern to support this growth. This position will be responsible for assisting with redesigning the ACOMI website. They will work closely with the volunteer Digital Project Manager to design and implement a new website that will include a member portal, online newsletter subscriptions, implementing best SEO practices and managing content updates, and other relevant tools. The site will be designed using WordPress.

**ABOUT YOU:** We are looking for someone with high-energy and a positive attitude. The ideal candidate will be able to support and grow ACOMI's online presence through the design and development of a new website. You have strong attention to detail, creative thought, and an excellent capacity to create digital experiences. You are able to work confidently independently and, in a team setting with exceptional communication and interpersonal skills. You are a change maker and looking to help support the growth of a small non-profit organization to meet their fullest potential. You understand how the world is changing and want to be a part of creating a future that is accessible to all. You believe in community development, personal growth, and supporting people from diverse

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backgrounds.

## **MAJOR RESPONSIBILITIES**

- Presenting and refining design ideas
- Translating designs into templates
- Ensuring an SEO-friendly and user-centric approach
- Debugging technical websites issues
- Supporting website management and performing content updates
- Building email templates
- Providing website training, troubleshooting, and support for end-users
- Collaborating with the Digital Project Manager and ACOMI staff to create an optimal user experience
- Accurately estimating the time required to complete development tasks

## **QUALIFICATIONS**

- Must possess excellent written, verbal, and interpersonal communication skills.
- Must have a university degree or diploma in a relevant field or equivalent or suitable combination of experience and education would be an asset.
- Diploma or degree in a development or design field, or comparable work experience
- Previous experience building websites, preferably on WordPress
- Understanding of performance best practices, including testing and optimization
- Experience developing WordPress themes
- Knowledge of SEO techniques and best practices, both technical and content related
- An eye for design with understanding of user experience best practices
- Knowledge and a good understanding of challenges faced by vulnerable populations.
- Must demonstrate a strong professional manner in dealing with participants, staff, families, and the public while being open, friendly, approachable, accepting and understanding.
- Ability to function effectively as a member of a team.
- Experience in working with people from diverse backgrounds.
- Able to work online (zoom) or in-person.

## **ASSETS**

- Current First aid, CPR training
- Experience working or volunteering in a non-profit environment.

This is a full-time role, 37.5 hours a week, Monday-Friday.

If you are interested and meet the qualifications of this position please forward your resume and cover letter to [info@acomi.ca](mailto:info@acomi.ca).

We thank all candidates for submitting their application and for their interest; only those selected for an interview will be contacted.