



Website Administrator **(part-time contract)**

Application Deadline: March 1, 2010 at 12pm (noon)

Are you a web administrator who knows the internet better than your neighbourhood?

Birthing Magazine is a Canadian based quarterly publication whose mandate is to support families in having safe, natural and joyful experiences through the childbearing year and beyond. We share knowledge, empower families as health care consumers, and promote awareness of evidence-based care and informed decision making. Birthing Magazine is published by Birth Unlimited, a non-profit society which was incorporated in 1982.

Birthing Magazine's current print distribution is 10,000 copies. In 2009, we launched our completely redesigned website. We are growing rapidly which has created an opportunity for a dedicated Web Administrator. If you are an energetic, self starter, and results oriented professional, you may be what we are looking for. You have a preference for an aggressive, entrepreneurial organization where change and variety are a way of life. Most importantly, you want to be in a place that's full of people like you - top performers who are fiercely intelligent, share a passion for their work, and know how to have fun.

JOB DUTIES AND RESPONSIBILITIES

Reporting to the Social Media Committee with a dotted line to the Editor in Chief, you will work remotely from a home office where you will contribute to making www.birthingmagazine.ca one of the leading and most trusted websites on pregnancy, birthing and early parenting options.

AS THE WEBSITE ADMINISTRATOR, YOU WILL:

- Perform maintenance and updates as requested, including some graphic design, site navigation, and layout of content
- Ensure that the layout of the content is accessible and logical; recommend improvements as needed
- Contribute to the overall development of the website and our social networking initiatives

IDEALLY, YOUR BACKGROUND WILL INCLUDE:

- Education or training in website development or computer systems with several years of experience in web design
- Advanced knowledge of HTML, Javascript and CSS
- Ability to hand-code custom web pages using graphic elements, HTML and Javascript
- Ability to incorporate PayPal or other e-commerce platform for membership sales
- Knowledge of cross-browser and cross-platform issues (Firefox, Safari, etc.)
- Ability to create graphics and documents (to accompany web content) using Adobe CS4 Design Premium
- Experience with Macromedia Flash
- Experience creating web forums
- Attention to detail, customer-service orientation, and creativity in problem-solving
- Formal training in desktop publishing applications and photography are definite assets
- Knowledge of current web-design trends and techniques, and a strong online portfolio
- Knowledge of pregnancy, birthing and early parenting culture would be an asset (particularly with regard to Alberta and Canada)

KEY CORE COMPETENCIES

Technical Skills: Demonstrates competence and knowledge in business development, sales techniques and social networking.

Initiative: Confidently and competently manages client accounts to ensure accurate and timely dissemination of information to the appropriate people; meets production deadlines.

Teamwork: Builds team capacity relative to sales strategies and tactics; works collaboratively rather than competitively and strives to continuously improve processes and maintain high performance.

The contract position is permanent and part-time to start with the potential to increase hours depending on the incumbent's ability to support increasing revenue. There is an expectation that the incumbent attend bi-annual board and staff strategic planning sessions (typically held in Calgary, Alberta in May and November; transportation and billeted accommodation provided) and will plan holidays around established production deadlines.

All applications must include a cover letter, a current resume, non-profit hourly rate and 2-3 examples of website design. Applications will be accepted until Monday, March 1, 2010 at 12pm. They can be mailed to Birthing Magazine c/o Laura de Jonge, 74 Artists View Drive, Calgary, Alberta, T3Z 3N4, emailed to founder@birthingmagazine.ca or faxed to 403-232-1667.

Birth Unlimited is an equal opportunity employer. Selections will be made without regard to race, religion, sex, disability, marital status, age, or national origin.

Visit www.birthingmagazine.ca for information about Birth Unlimited and Birthing Magazine.