



FRIENDS OF STRATHCONA COUNTY LIBRARY

WEBSITE DEVELOPER

Are you passionate about Website Development...OR are looking to grow your current skills? We are seeking a **WEBSITE DEVELOPER** to help manage the Friends of Strathcona County Library's website.

No need to be website developer pro—if you have some experience, an interest in learning or building your current skills, you may be a great match and we'd love to talk to you!

Role Title: Website Developer

Role Purpose: We are seeking a skilled Web Developer to provide technical expertise for the Friends of Strathcona County Library website. While board members can handle day-to-day updates (e.g., blog posts), we need someone with experience in web development, for example with PHP, plugins, SQL, child themes and advanced troubleshooting.

This position involves approximately **5–10 hours per month** and offers flexibility—attendance at board meetings is optional. You will work closely with a designated point person from the board and will need to maintain good communication.

Location & Commitment Options:

- **Board Member** -If person comes on as a Board Member, meetings are once a month, in person. Monthly commitment depends on Board activity every month. All Board Members are expected to participate in the overall running of the board. Minimum 1 year commitment for Board Members.

- **Committee Member**- If person comes on as a committee member of the Marketing & Communication team then they do not necessarily have to attend monthly meetings but they must meet thru the month on an ongoing basis with the Marketing & Communications Team. 5-10 hrs/month commitment.

Skills & Experience:

- Proficiency in WordPress development, including PHP, plugins, SQL, and troubleshooting.
- Experience with website security, data privacy, and web server management.
- Ability to take ownership of server maintenance, troubleshooting, and optimization.
- Strong written and verbal communication skills.
- Creative self-starter who can work independently and collaboratively.
- Resident of Strathcona County

Duties & Responsibilities: *Everything done in cooperation with the Marketing & Communications Team**

- Identify and address the organization's website requirements.
- Collaborate with the board to align website functionality with organizational goals.
- Maintain, update, and optimize the website for performance and security.
- Provide or arrange technical support for board members handling routine updates.
- Implement and protect website security and data privacy; monitor and maintain reports for the board.
- Additional responsibilities as required.

Training & Support:

The Web Developer will have access to training resources as needed, with support provided by the President and other board members. You will work under the guidance of the Marketing & Communication Coordinator (Board Member).

Be an important part of an organization that supports and raises funds for Strathcona County Library as well as utilize skills and develop new ones in the area of websites.

How to apply: Please check out our website at <https://friendsscl.ca> or email us at volunteer@friendsscl.ca or check out our profile at Volunteer Connector (www.volunteerconnector.org/) and connect with us there!