



CANADIAN
UNITARIAN
COUNCIL

CONSEIL
UNITARIEN
DU CANADA

Canadian Unitarian Council
WEB GURU
Job Description - June 2021

The Canadian Unitarian Council covenants to affirm and promote these principles:

- The inherent worth and dignity of every person;
- Justice, equity, and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part.

The work we do is in commitment to these principles and to fulfilling our strategic priorities, which include truth, healing and reconciliation with Indigenous peoples, dismantling racism, and environmental justice. Programs, resources and engagements are planned with these priorities in mind.

PART-TIME POSITION: 18 hours/week

The Web Guru has overall responsibility for maintaining the Canadian Unitarian Council's website, managing upgrades, ensuring compliance with regulations, gathering information and making decisions relating to web issues, and for making recommendations that relate to design issues, updates and security.

Major components of the role are event and form creation for the CUC's events, ensuring that website information is current, regularly creating the layout for the CUC eNews in Wordpress and Mailchimp, and working with other staff on the populating and maintenance of the CUC's new learning platform, LearnDash.

REPORTING: This position reports to the Executive Director.

JOB RESPONSIBILITIES:

- Maintain and provide administration for all legal, company-owned web domains.
- Maintain and provide support on website and social media platforms.
- Monitor software licenses to ensure compliance.
- Ensure that all web standards are met and identify issues that could risk the company domain.
- Ensure compliance with privacy policies



- Develop ways to better serve members and staff, and methods to create efficiencies through the use web tools
- Provide users with a fast, accurate, and secure method of gaining access to information that they require for working efficiently
- In collaboration with CUC staff, create event pages, forms, and postings in support of the CUC's events
- In collaboration with Communications Specialist, ensure updated content, articles, and information for the CUC website
- In collaboration with other staff, work on content and maintenance for LearnDash platform
- Create the layout for the CUC's eNews according the publication schedule
- Provide statistical and other information for analysis of traffic and usage of the CUC website and social media platforms
- Be an active participant of CUC staff team, providing input and suggestions.
- Carry out other duties as assigned.

CORE COMPETENCIES

- Communication
- Problem solving
- Team Work
- Effective decision making
- Research and analysis
- Organization
- Development & Continual Learning
- Creative & Innovative Thinking
- Accountability and dependability

REQUIREMENTS

- Degree/diploma in Computer Science or equivalent education/experience in the computer science field
- 3-5 years experience in web Infrastructure, WordPress, other programming language
- Ability to understand and interpret technical instructions
- Able to effectively communicate verbally and in writing
- Superb writing, content development and editing skills
- Able to work efficiently as a part of a team as well as independently
- Attention to detail in all areas of work



- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- Able to work well under pressure and meet set deadlines
- Strong problem identification and problem resolution skills.
- Strong work ethic and great team spirit
- Self-motivated and well-organized

WORKING CONDITIONS

- This is a part-time position of 18 hours/week
- Home office or ability to work in CUC office based in Toronto. For home office work, some office costs are covered by the CUC, with a T2200 form (Declarations of Conditions of Employment) provided each year
- Flexibility to work evenings, weekends and overtime as required for events and during busy periods (usually a heavier workload in the spring and fall)

COMPENSATION AND BENEFITS:

Level of compensation is commensurate with experience and skills, and in keeping with fair compensation guidelines.

Note: This position may be combined with the Communications Specialist role if all required elements are met.