



Migrant Workers Centre

Job Posting: Website Developer Intern

Job summary:

The Website Developer Intern will be responsible for improving the use and functionality of MWC's website, and providing day to day website and social media support for the MWC office.

MWC is a non-profit organization dedicated to legal advocacy for migrant workers in BC. Founded in 1986, MWC facilitates access to justice for migrant workers through the provision of *pro bono* legal assistance and education. MWC also works to advance fair immigration policy and improved labour standards for migrant workers through law and policy reform and test case litigation.

Responsibilities:

- Migrate the current MWC website from Word Press to the Nation Builder platform
- Make adjustments to the website design to improve user experience
- Support the staff as requested in the planning and development of website and social media content, style, and appearance
- Assist with drafting content for the website and social media platforms
- Monitor, assess, and report on website performance
- Track website visitors and create regular analytics reports to show increases and decreases in traffic
- Ensure website functionality and perform software installation, configuration, and upgrades
- Assist in software inventory management for the organization
- Assist staff in the provision of other information technology support, as needed

Skills and Knowledge Required:

- Under 30 years of age at the start of employment
- Canadian citizen, permanent resident, or person to whom refugee protection has been conferred, and legally entitled to work in Canada
- Currently underemployed, or hold part-time employment
- Completion of an Information Technology or Communications degree or diploma
- Computer skills, including Microsoft Office Suite, social media platforms and website platforms
- Graphic design skills, including Canva
- Experience drafting social media posts and blogs

- Possess excellent written and oral communication skills
- Ability to work independently, effectively manage priorities, adapt to changing demands, and complete multiple concurrent tasks
- Possess strong organization and time management skills
- Ability to work with diverse populations in a sensitive and respectful manner
- Demonstrated interest in migrant worker and social justice issues
- Ability to speak a second language is considered an asset

Terms:

- The Website Developer Intern will work 37.5 hours per week for a period of 6 months
- Start date is as soon as possible
- Work week is Tuesday-Saturday
- Salary is \$23.00 per hour
- The intern will be provided with \$4,000 for training for use during the internship

How to apply:

Please submit your resume and cover letter by email only, no later than Friday, August 27th 2021 at 5:00 pm to natalie@mwcbc.ca, Attn: Executive Director – Staff Lawyer.

While we thank all applicants for their interest, only those offered an interview will be contacted. MWC is an equal opportunity employer and encourages candidates from equity-seeking groups to apply. If you belong to one of these groups, we encourage you to self-identify in your cover letter.