



Minds Matter Magazine

WEBSITE MANAGER

Use WordPress to manage and design our website.

We are looking for an original thinker who is able to use WordPress effectively to update our website. Our Website Manager will select a new theme and help design our new website in the summer semester. Join us for a great opportunity to get experience and create a beautiful portfolio piece!

WHAT WE ARE LOOKING FOR

- Ability to design and maintain the magazine's website and theme using WordPress
- Eye for design to help selection and development of new themes for our website
- Team player to work with our team to creatively display online content within deadlines, schedule articles and update the site
- Ability to test the website and identify any technical problems
- Ability to promote traffic to our website; knowledge of SEO, readability, and other analytics are an asset
- Ability to give guidance on layout, colours and styles

REQUIREMENTS

- Strong computer skills with good command of HTML (including PHP and CSS) are an asset
- Good grasp of software programming and graphic skills
- Knowledge and experience with WordPress or any equivalent web design is an asset

WORKING WITH MMM

At *Minds Matter Magazine*, we place a strong emphasis on working collaboratively with a diverse team of students, community members, and advisors. As a member of our team, we expect honesty, compassion and commitment.

Select applicants will be asked to participate in an interview during late April, 2018. Please feel free to reach out to us if you have any questions or need any accommodations!

REACH OUT TO US

Facebook

/MindsMatterMagazine

Twitter

@MindsMatterMag

Instagram

@MindsMatterMagazine

Website

mindsmattermagazine.com

HOW TO APPLY

Email us at mindsmattermagazine@gmail.com with the subject title: Recruitment 2018 (Web Manager) by April 14, 2018. Please include your **cover letter, resume and the following:**

- URL of a website/blog that you have maintained
- If applicable, a screenshot of a website layout you designed

In your cover letter, please indicate how you heard about this opportunity (whether through our social media, a class announcement, etc.).

We are very excited that you're interested in joining our team, due to the volume of applicants we ask that you allow us up to a week to get back to you.

ACCESSIBILITY

***Minds Matter Magazine* is strongly committed to providing equal opportunities by cultivating diversity within our community and masthead.**

We actively welcome applications from Indigenous/Aboriginal people of North America, visible minorities, people with disabilities, persons of any sexual orientation or gender identity, and any other identities who may contribute to the further diversification of ideas.



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