



Job Description: Web & IT Manager (part-time)

November 9, 2023

The Web & IT Manager for the Abortion Rights Coalition of Canada (ARCC) helps manage the ARCC website and other IT issues. Time commitment is about 15 hours a month. This is a paid position.

ARCC is a national organization with a primary focus on abortion rights and access to quality reproductive health care in Canada.

- ❖ Our **mission** is to ensure reproductive freedom by protecting and advancing rights and access to abortion and quality reproductive health care for persons capable of pregnancy.
- ❖ Our **values** are Choice, Social Justice, Anti-Oppression, Anti-Colonialism, Anti-Racism, Sex Work Positivity, Equity, and Inclusion.
- ❖ Our **vision** includes reproductive justice¹, which encompasses rights for all people capable of pregnancy, the rights of 2S/LGBTQQIPAA people, the rights of sex workers and full decriminalization of prostitution, the right to dying with dignity, and others. Please see our position paper on [Why ARCC Supports Reproductive Justice](#).

Duties and Responsibilities

The Web & IT Manager:

- ❖ Handles all backend administration and maintenance on the WordPress website
- ❖ Completes website and IT tasks as assigned by the Executive Director
- ❖ Assists/advises Executive Director regarding website maintenance and upgrades
- ❖ Adds and maintains WordPress apps and plug-ins as needed
- ❖ Troubleshoots and resolves any IT issues (eg., website related, ISP issues, ARCC emails etc.)
- ❖ Constructs and manages interactive website forms and tables, including payment forms
- ❖ Ensures the ARCC website is running efficiently and securely, and implements measures to improve its operations and security

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¹ We recognize that the sexual and reproductive health and rights of people from many diverse communities are disproportionately affected by marginalization and oppression, including 2S/LGBTQQIPAA people (*Two-Spirit / Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Pansexual, Asexual, Aromantic*), Indigenous people, racialized people, sex workers, youth, people with disabilities, and other vulnerable groups. To ensure justice, fundamental inequalities must be addressed for all.

- ❖ Coordinates with Merchandise Coordinator on updates to the Shop page
- ❖ Handles transactions for ISP services, WordPress fees, domain renewals, and other products, in conjunction with the ED

The Web & IT Manager is *not* responsible for:

- Regular postings and routine edits to the ARCC website
- Helping ARCC staff or volunteers troubleshoot or fix their own computers.

Qualifications and Skills

- ❖ Extensive knowledge and experience with IT systems and programs
- ❖ Specific knowledge and experience with all of the following (minimum):
 - WordPress, FTP, HTML, CSS, JavaScript, PHP, MySQL, Apache, CRON, DNS and domain management, SSL certificates
- ❖ Ability to expertly troubleshoot and resolve IT issues
- ❖ Strong understanding and commitment to abortion rights and reproductive justice, including being inclusive of transgender people
- ❖ Commitment to confidentiality as it pertains to ARCC records
- ❖ Ability to work independently and remotely
- ❖ Ability to at least write/read French would be a strong asset

Pay rate: \$25 an hour for an average of 15 hours a month. This position will be paid on a contract basis for 6 months, with the possibility of an ongoing position depending on performance and availability. Sorry, but we cannot offer any benefits at this time.

Applicants are welcomed and encouraged to self-identify as belonging to one or more of the following groups: BIPOC (Black, Indigenous, People of Colour), 2S/LGBTQQIPAA people, people with disabilities, or equity seeking groups.

To apply, please submit a cover letter and resume to info@arcc-cdac.ca by **Nov 20, 2023**. Please include any similar website and IT experience.

We look forward to hearing from you!