



Communications Committee Volunteer– Website Coordinator

Oregon Pride in Business (ORPIB) is seeking a creative, organized website designer to become our Website Coordinator. This person will work with the Communications Chair and the Communications Committee to update and maintain the ORPIB website. They will optimize the GrowthZone widgets on the site for responsive design and clearly communicate ORPIB’s mission, messaging, and values. This position is an excellent fit for individuals looking to develop skills in website management, learn about media strategy, and gain exposure in Oregon’s LGBTQ+ business community.

What is ORPIB?

ORPIB champions opportunity, development, and advocacy for Oregon’s LGBTQ+ & Allied business community.

We create opportunities for marketing, networking, procurement, and referral-based business growth, programs that support development of business skills and expertise through workshops and seminars, and we advocate for positive economic, social, and political change.

We envision an economically empowered Oregon LGBTQ+ business community that inspires others. We empower our small business entrepreneurs and professionals, collaborate with nonprofit advocates, and engage with business and civic leaders to support policies that foster a more inclusive and welcoming business community.

Our values are inherent to our identity as an organization. They guide the way we work with our members, our community, and with each other. Above all, we value service, leadership, passion, diversity & inclusion, and success. We lean on these pillars to support a culture where ideas can blossom, individuals can thrive, and our entrepreneurial spirit can flourish.

1. Key Responsibilities

- a. Update and optimize Wix Website
 - i. Incorporate new imagery from our events and information on programming into menu, home page.
 - ii. Create landing pages for specific programs/events/initiatives with content supplied from communications director and creative content manager.
- b. Incorporate GrowthZone widgets into website
 - i. Optimize responsive design
 - ii. Ensure connectivity between GrowthZone and Wix.
 - iii. Communicate with GrowthZone development team to clarify questions.

2. Qualifications & skill requirements

- a. Wix website management

- b. Experience with embedded coding and basic HTML
- c. Google suite apps
- d. Knowledge of email content management system requirements for graphics, or enthusiasm to learn these parameters.

3. Qualities & characteristics

- a. Commitment to our values: Committed, courageous, and connective
- b. Understanding of community needs
- c. Commitment to ORPIB's mission
- d. Willingness to commit time for board meetings, committee meetings, planning sessions, and special events
- e. Enjoys group work and collaboration
- f. Clear communicator
- g. Commitment to diversity, equity, and inclusion

Location:

Remote. Must live or work for a company in the state of Oregon.

Term Commitment

6-month term to begin

Time Commitment:

10-12 hours average a month

Supervisory Responsibility

This position reports to the Communications Chair.

COVID-19 Vaccination Required