BC Health Information Management
Professionals Society
www.bchimps.org

Digital Communication Strategy Manager/Webmaster

Overview: BCHIMPS is a nonprofit organization. Our mission is to promote an understanding for the exchange and effective and efficient use of information and information technologies within BC's healthcare environment. We have two major events per year with approximately 100 to 150 attendees and several smaller educational and networking events. Our membership includes CIOs, CMIOs, principles, consultants, consulting firms, executive directors, MoH, HAs, physician leads, allied health, government and other key contacts working in IM/IT in British Columbia and across Canada.

Job Summary: Reporting to the President of BCHIMPS Board of Directors, this **part-time role** will primarily be responsible for the maintenance and management of the BCHIMPS.org site and various social media sites including managing and creating content for LinkedIn, Facebook, Twitter, media releases and newsletters. **This role is estimated to take between six to twelve hours a month depending on events and Board activity levels.**

Key Responsibilities

Webmaster Role:
- Update online content for events/pages on Wild Apricot and keep up to date with latest web technologies to ensure multi-platform ready and mobile friendly.
- Manage and support online membership to ensure accuracy with current personal and corporate tiers. Address and support any user issues.
- Test website across O/S and browsers, ensure functionality and efficiency of site and ensure site security by setting up firewalls and login pages.
- Optimize loading speeds and capacity and monitor and analyze site performance, debug pages and fix broken links or images.

Marketing and Communication Role:
- Develop and maintain BCHIMPS brand and update and adhere to Style Guide.
- Develop hard copy event program and poster design for large, bi-annual conferences.
- Create online content for events and generate and execute creative ideas.
- Develop and send regular communications and newsletters to members and manage social media accounts.
- Other job duties as required.

Skills & Qualifications

- Bachelor's degree or technical diploma in web management or a related subject preferred; OR 2+ years' experience in web development and communications.
- Graphic design or publisher background with social media experience.
- Good proofing and written communication skills and excellent attention to detail.
- Experience in customer service, working with volunteers and a Board of Directors.
- Excellent planning, organizational, analytical and problem-solving skills.
- Availability on short notice, after hours and with a quick turnaround.

To apply or for more information: Applications can be submitted to info@bchimps.org
Rate will be dependent on experience and skill levels.
Closing Date: Applications will be accepted until midnight on Jan 31 2018.