



*Health Out Loud (HOL) is a socially motivated grassroots movement that was founded as a student group in 2010, expanded into a non-profit organization in 2014, and became a CRA-registered charity in 2015. Through our community, high school and university programs that make health fun, relatable and understandable, we meet participant-identified health priorities for over 2000 participants. Not only do we have a huge track-record of success with innovating health, we also have a close-knit family of supportive friends and mentors. By joining our team, you will be a valued member of HOL; you will not only complete meaningful tasks, but you will also have the opportunity to transform your own ideas into real projects and shape HOL's long-term vision.*

**JOB TITLE: Website Specialist**

**REPORT TO:** Executive Assistant (Website)

**# OF VACANT POSITION(S):** 1

**TIME COMMITMENT:** 4-5 hours/week

**BENEFITS:**

- Hands on experience with web design and development
- Understand WordPress in greater depth, a skill that is in demand
- An energetic, fun, and driven team culture where you get to work with amazing and like-minded people
- One-on-one mentorship, plus continuous opportunities to provide feedback and shape your personal Health Out Loud journey
- A safe atmosphere that is inclusive, handles mistakes constructively, and encourages learning
- Working in a flat organizational structured with reduced red-tape
- There will be opportunity to expand the responsibilities of this position, including creating a project from start to finish
- An opportunity to use your skills and interests to engage community members in learning
- Real-life leadership experience in teaching and public health
- A chance to be part of a diverse Toronto community
- Expand and build a strong network of people from nearly every field, and at various stages of life
- An opportunity to use your skills and interests to engage youth in learning
- Gain experience and work with a motivated group of people
- An opportunity to meet Health Out Loud's professional advisors, including professors, working professionals and community leaders
- Real-life leadership experience in teaching and public health
- A chance to be part of a different Toronto community
- An opportunity to learn more about the non-profit sector and to increase network ties in this domain

**RESPONSIBILITIES:**

- Responsible for website design and maintenance, according to organization-wide branding strategies
- Working with executive assistant responsible for website in developing web applications
- Act as a liaison with blogger and social media specialists to ensure a consistent online presence
- Act as a liaison with other Health Out Loud executive members to obtain writing material
- Act as a liaison with graphic designer as required
- Continually improves the website based on feedback
- Act as an ambassador and promote Health Out Loud at events, conferences or other external engagements
- Attend bi-weekly core-team meetings
- Assist in mentoring and provide feedback to placement students in various fields, including web



development and graphic design

**QUALIFICATIONS:**

- Basic knowledge of HTML, CSS and JS is required
- Proficient knowledge in Microsoft Office Suite (Excel, PowerPoint, Word)
- Strong organizational and interpersonal skills
- Understanding of PHP and WordPress is an asset
- Previous experience in website design or development is an asset
- Portfolio including web application development using latest industry standards is an asset

*We're always interested in taking in creative, open-minded, and energetic people who can help us empower our community. We have built a wonderful team of people and a great place to work, too!*

*If you are interested in this position, please visit <http://healthoutloud.org/get-involved-2/join-hol/> and fill out the application online.*

*If we are not recruiting at the moment, please direct your interest to [info@healthoutloud.org](mailto:info@healthoutloud.org)*