



## ABOUT ETHNIC+ INC.

Ethnic+ is a not-for-profit networking association for the CALD Rainbow community and its allies.

Ethnic+ understands that we are more than just our ethnicity. The purpose of this association is to understand and be understood through providing a safe place for members of the culturally and linguistically diverse (CALD) rainbow community and allies to meet, discuss and support each other through the specific challenges they may face.

# POSITION DESCRIPTION

## WEBSITE COORDINATOR

**REPORTS TO** Content & Communications Manager

**HOURS** 4 to 8 Hours per Month

**DESIRABLE SKILLS**

- Familiarity with publishing, design and content management applications such as Wordpress
- Knowledge of search engine analytics and SEO

**RESPONSIBILITIES**

- Maintain and further develop the organization's website to provide a safe and inclusive space for members of the CALD LGBTIQ+ community to share stories, experiences and discuss issues involving the community.
- Publish and manage website content to provide support and resources for friends and family members of individuals who identify as CALD LGBTIQ+.
- Perform regular upkeep, debugging and maintenance of website.
- Assess and analyse web-traffic to understand how users are interacting with the site.
- Design and implement special features and miscellaneous projects as required.