



INSIGHT  
PHILANTHROPY  
**RESULTS**

## **Board of Directors – Job Description**

Position Title: Special Projects – Website

### **Roles & Responsibilities**

This role is responsible for coordinating the transition of Apra Canada to a new website provider and platform. Primary duties include: liaising with Peaceworks, our contracted website developer, regarding the development and launch of the new website; collaborating with fellow Apra Canada board members to ensure their portfolio needs are covered by the website.

### **Key Internal Collaboration**

This role works with all Apra Canada directors.

### **Key External Collaboration**

This role is currently the key liaison between Apra Canada and Peaceworks, our website developer and host. Once the website has launched (estimated April/May 2021), this relationship will be transitioned to the Webmaster.

### **Apra Canada Conference support**

N/A

### **Workload**

This role can expect to spend approximately 1-4 hours per week on their duties leading up to the website launch. Once the website launches and all tasks related to the website are transitioned to the Webmaster, the Special Projects role will be redefined to focus on a new project area.

### **Skills**

- Excellent communication, interpersonal, and collaborative skills.
- Attention to detail, professionalism, and adherence to confidentiality.
- Understanding of Drupal and CiviCRM is an asset, but not required.