

## Volunteer Position Description

### ***Brain Injury Connection (BIC)***

**Position Title:** Website Developer

**Supervisor:** Board President

**Worksite:**

The website developer can work from home; however, there are monthly meetings with the **BIC** Team at accessible locations.

**Importance of job to the organization/clients:**

This is an opportunity to **educate** the public at-large about brain injury and help **connect** those affected by brain injury to resources the **BIC** writes about in its publication.

**Time Frame:**

We can offer a flexible schedule.

**Position Summary:** It is crucial that BIC develop and maintain an internet presence that allows us to communicate effectively with those affected by brain injury, our funders and partners.

The **BIC** website developer works closely with the website host and **BIC** Team, including board of directors, staff and volunteers to develop and maintain a website that will appeal to **BIC's** target audience, including those affected by an ABI, medical providers who don't specialize in ABI and the general public at-large.

**Major Responsibilities:**

Responsible for coordinating or implementing the **BIC's** website development, ranging from simple updates to elaborate design and customizations, and the updating and maintaining of an accessible website in compliance with the Americans Disability Act and the Rehabilitation Act of 1973.

**Qualifications:**

- Good understanding of the following (although a knowledge of all is not required but desired): HTML, XHTML, PHP, CSS, Social Media, Adobe Photoshop, Gimp, Joomla, Wordpress, e-commerce software, Google webmaster tools, search engine optimization Flash, and Dreamweaver
- Creative
- Excellent communication skills
- Ability to establish and maintain effective working relationships

**Training/Preparation:**

1. Orientation to the **BIC** organization and introduction to staff, board of directors, medical and legal advisory board and columnists.
2. Volunteer will be provided with a packet of written information about the organization and reading materials to learn more about the challenges of living with a brain injury.

**Benefits to Volunteer:**

This an unpaid volunteer position with the potential of becoming a paid website developer. This volunteer position provides an opportunity to become familiar with brain injury and disability issues and add website experience to your portfolio.

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