



IT Developer

JOB SUMMARY

The IT Developer is responsible for supporting the organization's IT-related projects, as well as providing technical expertise and support to all staff members. This position will specifically focus on maintaining and updating the external Random Acts website. Reporting to the IT manager, the IT Developer will also work closely with the IT Officer and will undertake various IT work and projects.

RESPONSIBILITIES

- Responsibility for IT related projects, particularly related to developing new functions, pages, applications and other features on the Random Acts website.
- Work with other teams within Random Acts to gather their requirements and make updates as requested to their respective pages and needs.
- Work with the Branding team to develop the UI as necessary.
- Ensure all necessary user testing is completed, and revisions implemented, prior to release.
- Keep the IT Manager informed of significant problems that jeopardize the wellbeing of the organization, escalating to the Leadership Team where necessary.
- Attend regular staff and departmental meetings.
- Support the IT Officer and IT Manager with other IT projects as needed.

DESIRED QUALIFICATIONS AND SKILLS

- Excellent organizational and time management skills
- Handles multiple tasks in a fast-paced deadline driven environment
- Commitment to continuous learning to keep abreast of changes in the technology field
- Excellent written and verbal communication skills
- High level of creativity
- Ability to manage new system implementations, including coordination with external organizations, contractors, or suppliers.
- Understanding of website development, and activities associated with website launches/redesigns including menu architecture development, web page layouts and graphic design.
- Experience and skill in working with CSS, HTML, JavaScript, Wordpress, Divi and/or other website builder platforms.
- Experience working with Podio.
- Experience in developing responsive web design for mobile users.
- Flexible work schedule to accommodate projects, evening and weekend meetings.
- Bachelor's degree in computer science, information technology or related field, or relevant experience