

## **Job Title: Website Specialist (WIX)**

### **Description:**

IAmCollegeLife is looking for a creative and detail-oriented Website Specialist to create, update, and maintain our website using the WIX platform. This role involves ensuring that our website accurately represents our mission to support autistic individuals ages 16 and up in their transition to independent living. The ideal candidate will have experience with website design, WIX tools, and a passion for making a positive impact in the lives of others.

### **Key Responsibilities:**

- Design, create, and update web pages on the WIX platform to reflect IAmCollegeLife's evolving needs and initiatives.
- Ensure the website is user-friendly, visually appealing, and accessible to all audiences.
- Collaborate with the communications team to ensure consistent branding and messaging.
- Regularly update content, including program information, success stories, blog posts, and event details.
- Optimize the website for SEO and user experience, ensuring fast load times and mobile responsiveness.
- Troubleshoot and resolve any technical issues related to the website.
- Ensure the website reflects up-to-date information on services, resources, and events for individuals transitioning to independent living.
- Provide ongoing maintenance and updates to the website as needed.

### **Qualifications:**

- Proven experience working with WIX or other website-building platforms.
- Strong design and creative skills, with an eye for detail.
- Basic knowledge of SEO and web analytics.
- Strong communication skills and ability to collaborate with teams.
- Ability to work independently and manage multiple tasks.
- Passion for IAmCollegeLife's mission to support autistic individuals and promote independent living.

**This is an unpaid position** with the opportunity to gain experience in website management, digital design, and nonprofit operations while contributing to a meaningful cause. Join us in creating an online space that empowers individuals with autism to thrive!