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Overview:

The National Campus and Community Radio Association/ l'Association nationale des radios étudiantes et communautaires (NCRA/ANREC) is a not-for-profit group committed to volunteer-driven, non-profit, community-oriented radio across Canada.

We help campus and community radio stations get and stay on-air, help amplify underrepresented voices, foster and celebrate compelling local grassroots radio, and connect stations so they can better serve their communities. We currently represent more than 100 members, from CHMR-FM in St. John's, NF to CICK-FM in Smithers, BC.

We are seeking one new employee to work remotely with the NCRA/ANREC specifically related to our "AGMeeting" online meeting platform for updates and additions to the product. The individual will be in charge of designing and developing additional services the platform, including self-generating accounts, payment system and functionality updates. They are not involved in marketing aspects, but will work closely with that individual and the NCRA/ANREC Executive Director.

Key Responsibilities

- Work with NCRA/ANREC Staff to create a development and management plan to update the software platform (agmeeting.com).
- Develop new services and options within the platform itself
- Integrate a payment system in place
- Working with staff around design and marketing needs.
- Provide program development goals and processes for adoption.
- Create an on-going system which is documented and easily managed over time.
- Organizing special events and special programming, as required.
- Special project based work from time to time.

Qualifications:

- Education in website design and Coding preferred (Computer software design, website design etc. accepted)
- Knowledge of technologies outlined in Appendix A
- Knowledge of WordPress, Plesk and G-Suite is an asset
- Work or volunteer experience at one or more campus or community radio station in Canada is an asset.
- Experience with anti-oppression work is an asset.
- Proven track record of achieving and exceeding goals.
- Highly organized and able to multi-task in an extremely fast paced environment.
- Bilingualism in written and spoken French and English is ideal, though English required.

The individuals hired:

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
- (b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act, including recent immigrants that are Canadian Citizens or permanent residents; and (c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations;
- (d) identified as under-employed to wit, occupying an employment under their level of education, part-time, or in emerging areas with low employment;
- (e) have completed post-secondary education except and except if they resides in Nunavut, Yukon or the NWT;

Wage: \$21.10/hour. Hours are negotiable, and could be full-time, part-time or a combination based on your working environment for a total of approximately 525 hours.

Start Date: January 11th, 2020 to May 3rd, 2021

Working Conditions: The position will be remote and online-only.

How To Apply:

The NCRA/ANREC, in accordance with its Statement of Principles, encourages applications from under-represented communities, including women, Native peoples, people of colour, lesbians and gays, people with physical and mental disabilities, people living with HIV/AIDS, and people whose age, education, or economic status may be a barrier to employment. The NCRA/ANREC does not discriminate on the basis of race, sexual orientation, religion, age, ability, or class.

Please submit a cover letter and resume to barry@ncra.ca with the application title “AGMeeting Website Developer and Manager” **The position will remain open until a candidate has been found**

Everyone is thanked for applying; however, only those selected for an interview will be contacted

Barry Rooke - Executive Director NCRA/ANREC

Appendix A – Technical requirements

1. These are implemented to create a backend service to access the information on the database and to ensure the real time communication between all the clients of the site:

- NodeJS 4.5
- Express 4.13.4
- Epilogue 0.6.1
- Sequelize 3.11.0
- Sockets.io 1.3.7

2. These technologies are implemented to create the front-end part of the project:

- Symfony 2.0
- GuzzleBundle 4
- Swift 1.24
- jQuery 1.10.2
- CSS 3

3. This is the database engine used for the project:

- MySQL 5.6