

Job Description

Position: Small Business Development Center (SBDC) Web Consultant

Employment: Contractor

Classification:

Supervisor: SBDC Director

Responsibilities of the Illinois Small Business Development Center (SBDC) Web Consultant

Will work with clients to develop and define web strategies that support marketing, sales and customer services. Will ensure clients are familiar with website management, but also with the service or software that best fits their business needs. Training on how to build and manage a website, conduct online meetings using the available apps and software.

SPECIFIC DUTIES

- Identify business needs in order to develop a website strategy that lead to achieving business goals
- Teach/Help clients to build, update and manage a website
- Provide proper training on how to build a website
- Establish a website maintenance plan for the clients
- Conceptualizing creative ideas with clients
- Test and improve the design client's website
- Establishing web design guidelines, standards, and best practices
- Work with different content management systems
- Communicate design ideas using user flows, process flows, sitemaps and wireframes
- Incorporate functionalities and features into websites.
- Design sample pages including colors and fonts.
- Prepare design plans and present the website structure
- Other duties as assigned

MINIMUM QUALIFICATIONS

- B.B.A., B.A. or B.S. degree in web development, web design, programming, information technology, information systems or equivalent field.
- Experience in web design and development
- Experience with CMS and online store apps and software



The Puerto Rican Cultural Center

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- Graphic design skills and proficiency with visual design software
- Proficiency in HTML, CSS and Java Script
- Up to date with the latest web design and web development trends
- At least 1 year of experience working with small businesses
- Excellent communications skills
- Ability to handle confidential information with discretion
- Demonstrated proactive approach to problem-solving with strong decision-making capability
- Ability to write, create reports and prepare PowerPoint presentations for Training Purposes (English and Spanish)
- Proficient with Google Apps including Gmail, Google Calendar, Drive and Docs.
- Intermediate level of proficiency with Word, Excel, PowerPoint and Adobe Acrobat.
- Ability to work with diverse communities including the LGBTQ population and demonstrate inclusion.
- Bilingual (Spanish-English)