



Job Title: Members Forum Development & Engagement

Job Summary:

We are looking for a tech-savvy and research-driven summer student to help establish an online members forum to enhance engagement among our members and staff. The successful candidate will research and evaluate forum solutions, configure the selected platform, and provide documentation and training to ensure a smooth rollout.

Key Responsibilities:

- Research available forum platforms (e.g., Discourse, phpBB, XenForo, etc.), comparing costs, features, and hosting requirements.
- Engage with clients and internal stakeholders to determine the best platform for our needs.
- Research and select an appropriate Virtual Private Server (VPS) provider for hosting the forum.
- Set up, configure, and optimize the chosen forum software.
- Develop user instructions and training materials for staff and members.
- Train staff on managing and moderating the forum.
- Implement user limits, access controls, and moderation tools to ensure a secure and positive user experience.
- Provide technical support and troubleshoot issues during the initial launch phase.
- Perform other related tasks as required.

Qualifications & Skills:

- Currently enrolled in an IT, Computer Science, Digital Media, or related program.
- Strong research skills and the ability to analyze and compare software solutions.
- Experience with or willingness to learn forum setup and configuration (Discourse, phpBB, etc.).
- Basic understanding of VPS hosting and server configuration.
- Ability to write clear and concise user instructions and training materials.
- Strong problem-solving skills and attention to detail.
- Excellent communication skills for engaging with clients and staff.

Benefits:

- Hands-on experience in software research, selection, and deployment.
- Opportunity to work on a real-world project that enhances member engagement.
- Fulfill a work experience requirement for school

Terms:

May 5, 2025 – August 29, 2025 (negotiable)

General office hours are 8:30 a.m. to 5:00 p.m. Monday through Thursday and 9:00 a.m. to noon Fridays. Evening and weekend work will be required.

\$22 – 24/hour for 35 hours per week (must be willing to assist us in qualifying for the Technation or other student grant).

Deadline: Application Deadline: April 6, 2025

If you meet these qualifications and are excited about the opportunity to contribute to engaging Calgarians, we encourage you to apply! Please submit your resume and a cover letter detailing your relevant experience and why you're passionate about this position to:

Leslie.evans@calgarycommunities.com

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