



JOB TITLE: Contract Web Developer  
JOB CLASS: Temporary/Contract  
REPORTS TO: Board Administrator; SENA Board  
LOCATION: Minneapolis; Remote

### **Organizational Summary**

The Standish Ericsson Neighborhood Association was formed by Standish and Ericsson residents through the City of Minneapolis Neighborhood and Community Relations (NCR) in order to advocate for and act upon neighborhood priorities. Our mission is to support the vitality of our neighborhoods by building on our community's strengths and advocating for our residents and community partners. <https://www.senampls.org/>

## **POSITION DESCRIPTION**

### **Position Summary**

SENA (Standish-Ericsson Neighborhood Association) is seeking a contract Web Developer with expertise in the Wix platform to finalize the build-out of our new neighborhood website. We have core features pending and are looking for a skilled professional to lend their expertise to complete the project before the end of the year.

### **Responsibilities:**

#### *Feature Implementation*

This project will involve both development and design tasks within the existing Wix site structure. In this role, you will build and integrate the following key sections using the Wix Editor feature, ensuring data connectivity and robust functionality:

- Resource Directory: A searchable and filterable directory of local resources provided by SENA.
- Business Directory: A clean, easy-to-navigate directory of local businesses in the neighborhood.
- Document Library: A structured library for organizational documents (e.g., bylaws, policies, etc.).
- Meeting Archives: Dedicated pages/modules for uploading and displaying monthly meeting agendas and minutes (e.g., PDF uploads).

All new features should be visually coherent, aesthetically pleasing, and provide an intuitive, user-friendly experience that aligns with SENA's existing brand identity.

#### *Asset Creation & Management*

This role will also involve some graphic design and image management, which may include the following:

- Graphic Design: Create and implement optimized, high-quality graphic assets (e.g., directory icons, section banners, call-to-action buttons) that are consistent with the website's design.
- Image Retouching: Perform necessary photo editing and optimization (e.g., cropping, color correction, resizing for web performance, ensuring responsive display) for provided community images.
- Optimization: Ensure all visual assets are properly compressed and formatted (e.g., PNG, JPG, SVG) for fast page load times and cross-device responsiveness.

The structure and format of all completed work will need to allow for easy, non-developer-level maintenance by SENA staff moving forward.

### **Required Skills & Experience**

- Proven expertise developing and launching professional websites on the Wix platform.
- Strong understanding of responsive web design principles.
- Proficiency in graphic asset creation, photo editing, and optimization for the web.

Note: SENA can provide the contractor with access to Adobe Creative Suite (Photoshop/Illustrator) for the duration of the project if necessary.

### **How to apply:**

SENA's budget for this role is \$500-\$1000. Please send a resume, cover letter, and brief proposal (one page maximum) outlining your expected timeline/hours, cost, and scope of work for this role to [office@standish-ericsson.org](mailto:office@standish-ericsson.org) by December 1, 2025.