



UCHAPS Website Project

The Urban Coalition of HIV/AIDS Prevention Services (UCHAPS) seeks an experienced web site designer to develop and launch its website.

Web Site Designer Job Duties

- Determines technical requirements and plans site design with organizational goals in mind
- Creates user-friendly page layout, site navigation and web site
- Adheres to at least the minimal level of accessibility dictated by Section 508 of the US Code including text descriptors for graphics
- Develops site content and graphics by coordinating with copywriters, graphic designers and UCHAPS staff
- Protects site by designing and installing security precautions
- Monitors site performance and results
- Identifies web site problems and resolves issues
- Maintains site appearance and updates site as necessary
- Adheres to best practices for user experience, design and search engine rankings.

Scope of Work and Timeline

1. Discovery and planning (2 weeks)

This stage of the project may include research and discovery sessions to determine objectives, technical requirements, web site platform and site design.

2. Design (4 to 12 weeks)

Based on information gathered in the discovery stage of the project, web site designer will create mock ups for feedback to establish a design that meets the goals of the new website. Design mockups may include homepage designs, multiple internal page designs, desktop views and mobile views.

3. Content writing and assembly (4 to 12 weeks)

Establish key messages and calls to action; transfer content from existing site; write new text; create headlines, page titles, captions; and produce SEO optimized text, headlines, descriptions and tags.

4. Development and programming (4 to 12 weeks)

Using the approved design, the web site designer will develop a high-quality, user-friendly web site.

5. Beta testing and review (2 weeks)

UCHAPS will have the opportunity to review the site and provide feedback prior to the launch of website. Testing is also conducted during this stage to ensure proper web site

performance and optimization across multiple browsers, screens and mobile devices.

6. Site launch (1 day)

Upon approval, the new website will be launched with no interruption to the current site.

7. Site maintenance (ongoing)

After the web site launch, the web site designer will maintain the site with ongoing improvements and security updates as necessary.

Deliverables

Site recommendations	June 15
Three UCHAPS home page options	July 3
Pre-launch UCHAPS web site	August 15
Website launch	September 1
Site maintenance	Ongoing

To apply, please submit a brief proposal with cost information and two past client references to jobs@uchaps.org.