



Call for Website IT/Management Contractor
Deadline: February 21, 2025

About Us:

APANO Communities United Fund (CUF), a 501(c)(3) tax exempt organization, invests in community organizing with Oregon's Asian communities for social justice.

APANO Action Fund, a 501(c)(4) non-profit organization, unites Asians to build power, develop leaders, and advance equity through organizing, advocacy, community development, and cultural work.

APANO CUF is affiliated with APANO AF, a 501(c)(4) tax exempt organization, to promote a broader range of work towards our goal of uniting Asians to achieve social justice.

Description of Work:

APANO and APANO AF are seeking proposals from qualified Website IT Contractors to provide ongoing website support, maintenance, troubleshooting, and updates for our communications team. The selected contractor will help ensure our website remains functional, secure, accessible, user-friendly, and up to date.

We are looking for a contractor who can provide ongoing website support on an as-needed or retainer basis. This will not be a full-time position. Typical support includes making content updates, adding new web pages, resolving technical issues, improving site performance, implementing design/layout changes, and advising on best practices for security and accessibility, as well as troubleshooting. Time commitment is expected to be 10 hours or less per month.

Specific examples of requests include:

- Creating new website landing pages based on our original design
- Helping with new Webflow collection pages
- Troubleshooting design issues
- Educating our team on Webflow/answering our questions
- Adding accessibility tools
- Creating code to help style Everyaction Forms that go on our website

Budget:

- Please submit your pricing models along with your application

Skills Preferred:

- Experience maintaining websites for communications, nonprofit, or corporate teams
- Expertise in Webflow
- Strong troubleshooting and problem-solving skills
- Familiarity with website accessibility standards, SEO, and security best practices
- Ability to provide responsive turnaround times
- Strong communication and collaboration skills
- Support for CRM or donation platform integrations (Everyaction and Double the Donation)

Insurance

Contractor shall maintain, at its own expense, insurance coverage appropriate to the Services, including but not limited to:

- a. Commercial General Liability Insurance: [\$1,000,000 per occurrence and \$2,000,000 aggregate], including coverage for bodily injury, property damage, personal injury, contractual liability, and products/completed operations;

Upon Client's request, Contractor shall provide certificates of insurance evidencing such coverage and shall name Client as an additional insured where applicable. Contractor shall ensure that all insurance policies remain in effect during the term of this Agreement and provide at least 30 days prior written notice to Client of any cancellation or material change in coverage.

Contractor must submit their W9 and proof of insurance upon signing an agreement for services.

Who should apply?

We welcome submissions from new companies, as well as those with more experience. Please email jeanette@apano.org with questions.

How do I apply?

In an email to Jeanette at jeanette@apano.org, include:

- Your contact information (email, phone number)
- Any website portfolios or examples of prior work
- Pricing Model
- Cover Letter and Resume