

# UI / UX Consultant

## Wheaton, IL or Remote

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**Computer System Innovations** (“CSI”) is looking for a team-oriented **UI / UX Consultant** who will partner with and ensure long-term success for our clients. You will liaise amongst clients, 3<sup>rd</sup> parties, and CSI’s cross-functional teams to deliver sustainable solutions to Associations, Non-Profits, and Chapter-based organizations.

The UI / UX Consultant is a newly created position to join our existing Consulting Team. This role will have a dual responsibility. First will be to CSI’s clients. We are looking for an eager team member to be a key contributor on client-facing website projects. You’ll be responsible for exceptional delivery of content, graphical design, and technical development of RiSE websites to new and existing CSI clients working closely with CSI’s existing Consulting Staff. The successful candidate will have great communication skills, will be comfortable interacting with CSI clients, and will have the ability to translate ideas and discussions into beautiful websites.

Secondly, this role will actively contribute internally at CSI. You’ll assist with CSI’s own internal marketing and creative design elements. You’ll assist our web team with front-end development, updating of the company website, maintaining social media, and assisting in the development of marketing materials. Finally, we expect this role to provide user-centric insights into CSI’s own portfolio of software products offered to the iMIS Community.

The ideal candidate is a highly motivated, resourceful, self-starter capable of getting up to speed quickly and adhering to company standards. If you’re the kind of person who’s motivated to add value quickly and dive in to learn more anywhere you can, and you relish the opportunity to be part of a great team....then let’s talk!

## To the qualified iMIS Consultant, we offer

- Work Life Balance: Flexible hours, casual dress, we embrace remote arrangements where applicable, unlimited sick days.
- Professional Support: great products & services, a team behind you, marketing beside you, and a sales process to lean on.
- Financial: Competitive pay, 401k, profit sharing, paid holidays & vacation, professional development.
- Insurance: Health, Dental, Vision, Long-term & Short-term disability.
- Equipment: Multiple monitors, meeting rooms with big screens, standing desks available.
- Fun work environment: great coffee, stocked kitchen, loads of snacks, the occasional BBQ, company outings, anniversary and birthday celebrations, and the best holiday party ever. We’re like family here. We do our part to help you do yours.

## About us

CSI is a specialty consulting firm, based in Wheaton, IL. At CSI, we work with not-for-profit organizations in both the association and chapter-based verticals. We pride ourselves on delivering sustainable solutions and great customer experiences through consulting projects, support services, and proprietary add-on software. Our core focus revolves around iMIS, the #1 rated Membership Software product for larger not-for-profits. Everyone is empowered to make a difference. We require a team-first attitude, so we leave our egos, titles and “that’s not my job” comments at the door. And we have fun and win awards while doing it.

## How you’ll make an impact

- Develop wireframes, mock-ups, and graphic designs in an iterative approach with clients.
- Solicit website project requirements for existing and new clients with a focus on iMIS RiSE projects.
- Manage content and sitemap modifications to RiSE websites for clients.
- Provide clients with project documentation and end-user training, and facilitate client turn over of all client deliverables.
- Manage CSI’s internal digital footprint including CSI’s website, content and blog publishing, social media, and other digital channels.
- Maintain a flexible, positive attitude when working with clients in an iterative fashion.
- Be a self-starter, help others, pitch in, contribute.

## What you must bring to the table

- 0-2 years’ experience with web content design, production, and administration.
- Demonstrable experience designing and editing content (portfolio required).
- Demonstrable experience working with HTML CSS, jQuery, JavaScript.
- Proficient with prevalent graphics software such as Adobe Photoshop or Illustrator.
- Understands SEO concepts.
- Experience in creative content writing.
- Excellent communication and interpersonal skills.
- A genuine interest and passion for learning and using technology, so that passion is visible in your work.
- Great interpersonal, communication, organization, and time management skills – you can multi-task to meet deadlines.