



**APPLICATIONS ARE INVITED FOR THE POSITION OF
OFFICER, WEBSITE CONTENT
COMMUNICATIONS DEPARTMENT
NON-UNION LEVEL 10 - \$61,240- \$76,549**

Our Vision

At the Toronto Catholic District School Board, we transform the world through witness, faith, innovation and action. Servant-leadership that is visionary, empowering and inclusive is a fundamental characteristic of our Board. We seek colleagues who demonstrate a powerful personal mission and commitment through action to these principles. We are committed to fairly and objectively recruiting and selecting leaders and staff who are excellent role models, visionary and innovative, student-focused, committed to diversity, inclusion and equity and are also collaborative in building a Catholic community.

CRITERIA FOR AN INTERVIEW:

- Minimum 3-year post-secondary education in Digital Media, Communications, Marketing, Business Administration, Information Technology or related discipline. Or an equivalent combination of education and experience will be considered.
- Minimum Two (2) years of web content management or related experience.
- Hands-on experience using content management systems, Google Analytics and graphic design software, and be comfortable adapting to new platforms, systems and software as required.
- Proficient with developing and editing content using HTML and CSS.
- Solid understanding of the importance of implementing responsive, accessible content with strong knowledge of AODA and WCAG 2.0 AA standards.
- Passionate about content quality and utilizing a user centric approach to creating and managing content and websites.
- Impeccable attention to detail.
- Professional demeanor with demonstrated commitment to client service.
- Excellent organizational and time management skills with the ability to manage multiple competing priorities and deadlines in a fast-paced environment.
- Outstanding communication (written and verbal) and people skills with the ability to collaborate effectively with technical and non-technical stakeholders.
- Strong problem-solving skills with the willingness to continuously seek out missing information and challenge the conventional way of doing things.
- Have a high aptitude for diving in, taking ownership and picking up new things.
- Previous experience with UI/UX and SEO is an asset.

MAJOR DUTIES AND RESPONSIBILITIES:

Reporting to the Website Supervisor, the Officer, Website Content, as part of the team in the Communications department, will manage and implement daily content updates for the Toronto Catholic District School Board's public website (www.tcdsb.org) and intranet. The duties and responsibilities of the Officer, Website Content include but are not limited to the following:

- Review submitted posting requests from stakeholders to determine feasibility, suitability, timeline, location, approach, and resources needed to carry out the requests.
- Transform content creators' work so it is readable, functional, appealing, consistent.
- Uphold content and publishing standards and propose alternative solutions and recommendations on how best to present content digitally with the goal of creating user-oriented content.
- Create and modify graphics, photos, and other digital assets to complement content if necessary. You do not need to be a graphic designer, but you will need a strong sense of design and be able to tell when a piece of content looks, feels and sounds good.
- Develop and refine SEO elements such as title and description for web pages.
- Test and publish content on CMS to ensure it is perfectly finished, user-centric and complies with various standards and guidelines.
- Liaise with stakeholders for web content updates - communicate timelines, follow up with stakeholders as needed, manage expectations, and propose alternative solutions.
- Work collaboratively with other team members on all web related requests/initiatives.
- Seek out redundant and outdated content on a continuous basis and bring them in line with current standards.
- Assist in other tasks and projects as assigned.

Diversity and Inclusion

Consistent with the TCDSB's Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the stakeholders and communities we serve. As such, we welcome and encourage applications from candidates who self-identify as visible minorities, persons with disabilities, aboriginal peoples and women. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.

Barrier-Free Recruitment and Selection

TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department at the time of your application of any requirement for an accommodation. The need for documentation to support the accommodation will be requested as required prior to the implementation of any accommodation measures.

Interested applicants are asked to submit a completed résumé, cover letter, and any related educational documents, and reference letters, no later than **Thursday, June 30, 2022**. Failure to complete a full package may impact your eligibility for an interview.

Applications are to be submitted online through ApplyToEducation at:

https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=05d13645-f69e-45c7-bd6a-e6a660bbb24d

We thank all applicants, however, only those selected for further consideration will be contacted.

Please note, candidates selected for an interview will be required to provide original applicable education documents.