



CANADIAN CENTRE FOR VICTIMS OF TORTURE

JOB POSTING (Internal/External) Community Engagement and Web Developer

CONTRACT

The Canadian Centre for Victims of Torture is looking for an experienced person to work collaboratively as part of our Community Engagement team. Using creativity and flexibility you will proactively look for new ideas and solutions. You can help inspire change by using your skills to influence the future of our marketing and communications efforts.

You should be curious and innovative to help find robust solutions that drive value for our organization and our members. You're excited about rolling up your sleeves, implementing big ideas, and learning from those around you. You want the opportunity to grow your technical and professional skills while helping our team and our organization grow. You aren't afraid to step outside of your comfort zone.

About the Position

Reporting to the Community Engagement Manager, you will be working directly with our existing web presence as well as implementing new web products and services in collaboration with the organization as a whole.

As the sole developer on staff we will rely heavily on you to bring your perspective to the team and help guide decision making. You will have the creative freedom to decide how best to approach projects, developing in the environments best suited to you and the desired outcomes.

We are passionate about achieving great results and set high expectations of ourselves. .

Skills & Qualifications:

- A minimum of 3 years of experience developing and maintaining websites & Post-secondary diploma or university degree in a relevant field (i.e. Communications, Public Relations, and Marketing) or significant relevant work experience in a communications area may also be considered
- Intermediate front-end coding skills: HTML, CSS, JavaScript;
- Thorough knowledge of Web production and design, content development, technical development, information architecture, and online marketing;
- Good conceptual and visual skills; ability to mock up Web pages and evaluate design and functionality;
- Experience and demonstrated skills in developing social media
- Knowledge of e-mail marketing platforms (experience with Constant Contact is an asset);
- Ability to manage multiple projects at once, and work with competing deadlines;
- Video production skills would be an asset;
- Bilingualism (English/French) would be an asset. ;
- Strong interpersonal and communications (verbal and written) and Strong organizational skills
- Highly motivated individual with a collaborative approach to work
- Experience with Content Management Systems such as WordPress



Main 194 Jarvis St, 2nd Fl. Toronto, ON, Canada M5B 2B7 **T:** 416.363.1066 **F:** 416.363.2122 **E:** mabai@ccvt.org **Toll Free:** 1.877.292.2288

Scarborough 2401 Eglinton Ave. E. Unit 310, Scarborough, ON, Canada M1K 2N8 **T:** 416.750.3045 **F:** 416.750.4990 **www.ccvt.org**

The Hub 1527 Victoria Park Avenue 2nd Fl. Toronto, ON, Canada M1L 2T3 **T:** 416.750.9600 **F:** 647.847.2339

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Charity no:
133327908 RR0001



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Duties and responsibilities include, but are not limited to:

- Assists in the delivery of public education presentations on CCVT programs and activities\
- Performs website updates and maintenance
- Ensures consistent performance of all automated web functions
- Monitors and reports on website usage
- Analyzes website functionality and makes recommendations for website improvements
- Designs & builds additional web parts/plugins to improve functionality of existing websites
- Implements and monitors communication plans with social media components
- Assists in the volunteer recruitment and screening process
- Maintains and updates documentation on volunteer files
- Assists in preparing and evaluating community engagement reports
- Attend volunteer fairs/ community festivals
- Outreach to communities to promote volunteer opportunities (high school, universities, community centre etc.)
- Monitor and document volunteer activities
- Assist in organizing Volunteer orientation sessions, Spotlight night and special events: World Refugee day, First Light Celebration. International Day in support of Victims of Torture etc
- Assist in preparing monthly reports and CCVT bi-monthly connections newsletter
- Prepare resource materials for volunteers, information sessions and public education

Working Conditions:

- Will work out of CCVT's Jarvis office
- Some weekend and evening work may be required to support meetings and events.

CCVT provides a competitive salary and benefits program, as well as a rewarding work environment. Interested applicants are asked to submit their resume and cover letter, including salary expectations, to mabai@ccvt.org by March 30, 2018. **Please quote "Community Engagement and Web Developer" in the subject heading in your email reply.** We thank all applicants for their interest in a career at Canadian Centre For Victims of Torture; however, only those selected will be contacted. No phone calls please. **Only emailed applications will be considered**



**United Way
of Greater Toronto**
Without you, there would be no way.

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