

Career Opportunity

Web Content Coordinator (4 month contract)

Parkinson Canada, Toronto, Ontario

Who We Are

At Parkinson Canada, our mission is to transform the lives of people living with Parkinson's. We do this through research leading to the end of Parkinson's, advocacy bringing the voices of Parkinson's to the forefront, and support helping people living with Parkinson's live well through education. The Corporate Communications department is part of the Shared Services division that supports every Parkinson Canada employee, volunteers and the public. We connect and engage our stakeholders across multiple channels including the public website, media relations and social media.

What We Need:

Reporting to the Director, Communication and Brand, the qualified candidate will be responsible for front end content development for the new parkinson.ca, including migrating content from the legacy website. We are looking for a professional who demonstrates a high attention to detail and is passionate about using technology to engage people. The successful candidate will be part of an integral team that contributes to the organization's priority of reaching and engaging with more members of the Parkinson's community in Canada.

Job Responsibilities:

- Follow Parkinson Canada brand and communication standards in all content that is developed
- Work with the Web and Digital Media Coordinator, to prioritize and complete requests for the web migration project using the current (Blackbaud Sphere, Drupal) and future content management systems (WordPress). Review the website(s) for stale content and liaise with content owners for them to provide updates to their content as required.
- Catalogue and organize content into the correct areas of the website; markup HTML pages with related assets to be provided in a filename.html format.
- Document web processes and procedures as required, ensuring an engaging frontend user experience for website visitors.
- Implement and add new web features and functionality to website as required.
- Troubleshoot technical problems, in a timely manner, as they arise.
- Provide Web and Digital Media Coordinator and Director, Communications & Brand with regular updates on progress to plan.
- Support Quality Assurance processes and amend content according to team and user feedback.
- Web page from the Sphere version of Parkinson.ca, as assigned, will be moved and w3c valid, on the new parkinson.ca WordPress website.
- Follow project management processes and quality assurance standards to monitor progress, for timeliness and accuracy.

Qualifications:

- Post-secondary education in a related field or related experience.
- 3+ years' experience
- Intermediate proficiency in web architecture and programming, including Dreamweaver (current versions of HTML including mark-up, importing and exporting images and files, CSS, JavaScript, Ajax, XML, .PHP, .ASP), and content management systems including development, deployment, troubleshooting

- Working knowledge of web browsers and Microsoft Windows
- Intermediate knowledge of server systems and file transfer methodology (Apache, IIS, NGINX, FTP servers/clients, and similar)
- Ability to quickly learn new applications and tools to meet project requirements
- Experience working in a non-profit organization an asset
- Fundamental project management and organizational skills to prioritize workload and meet deadlines
- Proficient English language skills for communicating with team members and internal clients (written and verbal)
- Bilingual (French / English) an asset

If you are interested in joining a team that makes a tremendous difference in the lives of Canadians living with Parkinson's, please send your resume stating salary expectations to Human Resources by 4:00 p.m. Monday, September 11, 2017.

**Human Resources
Parkinson Canada
4211 Yonge Street, Suite 316
Toronto, Ontario M2P 2A9
E-mail: human.resources@parkinson.ca
Please quote Reference #WCC-0831**

Parkinson Canada is an Equal Opportunity Employer in accordance with the Accessibility and Labour Standards in Canada. Parkinson Canada will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. We thank all candidates for their interest, however, only those selected for interviews will be contacted. Please indicate accommodations as required if contacted.