



CAMP OCHIGEAS

**Job Posting: Web Administrator
(12 month contract)**

Overall Purpose

The Web Administrator is accountable for supporting the administrative tasks of the web in the Toronto office in order that Camp Oochigeas achieves its mission of providing kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences. In addition, the role provides Web support for all staff.

Start Date:

End Date:

Reports to: Manager IT & Administration

Specific Accountabilities

1. Web Administration (70%)

- a) Post new content and images
- b) Work with all departments to ensure content on the website is current and accurate
- c) Build, test and maintain on-line fundraisers for community events and personal giving pages
- d) Provide support for HTML and CSS (JavaScript an asset)
- e) Provides support for digital marketing communications
- f) Liaises with vendors for support and upgrades
- g) Troubleshoots and resolves website questions and requests
- h) Remove old and outdated content

2. Digital Asset Management (25%)

- a) Maintain inventory and storage of digital assets such as photos, documents, infographics, videos.
- b) Create and maintain internal staff resource center for request forms, policies, procedures, templates ...

3. Other duties as assigned by Manager, IT & Administration (5%)

4. Ethics

- a) Helps ensure that the integrity, image and quality of all programs are consistent with Camp Oochigeas' mission, operating principles and objectives and adhere to the code of ethics of *Imagine Canada*, the *Canadian Code for Volunteer Involvement*, the *Code of Ethics of the Association of Fundraising Professionals*, and *Ontario's Freedom of Information and Protections of Privacy Act*

Key Relationships

- a) He/she works closely and co-operatively with all staff in the organization and in particular with the Manager, IT & Administration
- b) He/she works collaboratively with vendors on service issues.

Experience and Qualifications

Required Criteria

- a) Completion of one year post-secondary education in web administration
- b) One Year Experience in Web Administration, HTML, CSS and Javascript
- c) Experience with Peer to Peer Fundraising platforms an asset
- d) Analytical and Problem Solving Skills
- e) Adobe Photoshop and Illustrator
- f) Excellent written and verbal English skills
- g) Current driver's license
- h) Current police reference check and vulnerable sector screening

Advantageous Criteria

- a) Experience working in a Not-for-Profit
- b) An understanding of the power of camp
- c) Demonstrated commitment to volunteerism or volunteer sector

Personal/Professional Characteristics

Enthusiastic, accurate, detail oriented, service oriented, excellent time-management and organizational skills, flexible, diplomatic, discreet, able to work in a small office environment, able to work independently, excellent oral and written communication, able to meet deadlines and work well under stress, analytical, sense of fiscal responsibility

Particular Working Conditions

- a) In consideration of the populations Ooch serves, the incumbent is a non-smoker
- b) This full-time position works out of the Toronto office and will be required to work at Ooch North camp, as needed
- c) Some evening and weekend commitments may be required

Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands: lifting, carrying, pushing, and/or pulling; stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed in a generally hazard free environment and in a clean atmosphere.

The minimum physical requirements for this position include:

- a) Able to operate a personal computer
- b) Able to concentrate for long periods of time while maintaining accuracy
- c) Able to lift up to 30lbs

Equal Employment Opportunity

Camp Oochigeas invites applications from all qualified individuals. Camp Oochigeas is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accessibility

Camp Oochigeas provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Accommodation will be provided, on request, to applicants with disabilities to enable their participation in the recruitment, assessment, selection and hiring stages.

To Apply

Please send us a cover letter and resume by **June 16, 2017**. Fax, mail, or email is acceptable and needs to be addressed to the attention of:

Web Administrator Hiring Committee
Camp Oochigeas
464 Bathurst St.
Toronto, ON
M5T 2S6
Fax: 416 961 2267
Email: hr@ooch.org

No phone calls please

*Only applicants selected for an interview will be contacted.
Preference will be given to Canadian citizens.*

For more information about Camp Oochigeas, please visit www.ooch.org