

Woolwich Township Job Posting



Date: February 12, 2024
Position: Website Administrator
Department: Corporate Services
Wage Rate/Grade: \$18.00 per hour

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Corporate Services is seeking one (1) Temporary Full Time Website Administrator from May until August 30, 2024.

Purpose of Position and Profile:

This position will assist the Corporate Services Department with website design enhancements, website content management and serves as the Township of Woolwich Website Administrator.

Responsibilities:

- Assist with website design enhancements during a website upgrade
- Review of webpage functionality
- Assist departments to update pages, correct information and transition to new design layout
- Assist with website Accessibility and ensure the Township is meeting Web Content Accessibility Guidelines (WCAG)
- Assist with the development of promotional materials, marketing and other related duties as required.

Qualifications, Knowledge, Skills and Work Requirements:

- Demonstrates high levels of customer service, active listening skills with a supportive and nonjudgmental approach
- Excellent organizational skills and good attention to detail
- Ability to work in a team environment with minimal supervision
- Project administrative experience an asset
- Punctual and dependable
- Excellent customer service, interpersonal and communication skills
- Proficient in MS Office applications in MS Windows environment
- Experience with website CMS (eg. Govstack)
- Knowledge of WCAG an asset
- Familiarity with Google Analytics an asset
- Fluent in English, with excellent verbal and written communication skills
- Post-secondary education in website design, graphic design, communications, marketing, or a related discipline

Working Conditions:

- Monday to Friday, 35 hours per week
- General office environment

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm Monday, February 26, 2024. Please quote job posting 2024-13.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.