



## Job Posting

### ***Digital Design and Content Coordinator***

#### **Contract, Full-time (24 months)**

As a key member of the Communications and Public Engagement team, this position will help grow the digital communications activities of OACAS. Reporting to the Director, Communications and Public Engagement, the Digital Design and Content Coordinator will be responsible for designing approaches to relevant content to drive audience engagement across our digital and social channels.

This position will be responsible for executing on digital plans and activities including developing story-telling pieces to showcase our work and support our brand on our primary website. The successful candidate will work collaboratively across the communications team and organization to develop innovative ways to package our stories, promote our brand and engage our audiences.

#### **You have:**

1. Post-secondary education in Communications, English, Journalism, Graphic Design or related education.
2. 2 -3 years' experience in Communications with an emphasis on creating design for online content, writing, and new media technologies.
3. Excellent skills in digital packaging and design.
4. Strong understanding of website technology, social and email marketing including SEO, writing for mobile responsive design, and AODA compliance.
5. Excellent communicator and creative thinker, with an ability to use both data, intuition, and knowledge of current design trends and technologies to inform decisions.
6. Must have strong project management, organizational skills, copywriting and editing skills.
7. Ability to work as a team player and demonstrate personal initiative to complete the work.
8. Ability to operate in a fast-paced environment with changing priorities.
9. Good time management skills.
10. Proficiency with Microsoft Word, Excel and PowerPoint, social media applications (Twitter, Flickr, Instagram and Snapchat) and WordPress.
11. Proficiency with Adobe Suite programs (InDesign, Illustrator, Photoshop)
12. Experience working with various Content Management Systems.
13. Experience using web analytics tools such as Google Analytics.
14. Experience with HTML and CSS.

The following would be an asset:

- Graphic design / video editing skills
- Experience with Wordpress and prototyping tools such as Sketch or InVision
- Photo editing experience
- Child welfare experience
- Bilingual English/French

A copy of the full job description is available online at: <http://www.oacas.org/wp-content/uploads/2017/08/Job%20Description%20-%20OACAS%20-%20Digital%20Design%20and%20Content%20Coordinator.pdf>

Classification: Professional, Contract, Full-time (24 months)  
Salary: Grade 4 (\$49,903-\$62,341)  
Location: Toronto, ON

**APPLY ONLINE at <https://jobs-oacas.icims.com/jobs/intro> by end of day Tuesday, September 5, 2017.**

*We thank all candidates for their interest; however only those considered for an interview will be contacted.*

OACAS is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.

#### Accommodation at OACAS

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.