



## **Coordinator, Web Development**

OCASI - Ontario Council of Agencies Serving Immigrants  
Toronto, Ontario

### **THE OPPORTUNITY**

We are looking for a **Coordinator, Web Development**, who will be responsible for ensuring the continuous operation of OCASI websites and platforms as well as optimizing the web architectures for navigability and accessibility. Build new websites, upgrade existing sites and provide user support.

### **KEY RESPONSIBILITIES**

- Responsible for the technical design and implementation of OCASI's websites
- Monitor, maintain and enhance websites by adding and improving designs and features
- Work closely with internal teams to suggest and carry out design improvements and enhancements as required
- Participate in the strategic planning and promotion of sites as part of the IT & Digital Services Team
- Manage external consultant relationships to carry out major upgrades or new site creation
- Provide ongoing technical and maintenance support, including upgrade paths and planning, monitoring, access controls, etc.
- Responsible for the oversight of hosting environments; manage vendor relationships

### **REQUIRED QUALIFICATIONS**

- Successful completion of a degree or diploma in computer science, web development or equivalent experience
- Strong skills in installing, customizing, updating and maintaining open source software such as Drupal
- Knowledge of and the ability to implement important SEO principles
- Ability to understand and contribute to functional requirements and translate them into technical design and development projects
- Ability to clearly document features, technical specifications and infrastructure requirements for self-produced technical work and job processes
- Able to continuously monitor industry trends, technologies and standards in order to research, recommend and apply new technologies as they emerge
- Strong written and verbal communication skills including the ability to communicate with a wide range of stakeholders
- Ability to be professional and maintain respectful communication in a multidisciplinary, culturally diverse workplace
- Comfortable multi-tasking, working in high pressure situations as well as the ability to work quickly and on multiple projects at once
- Willingness to work in an environment where project and priorities often change
- Collaborative team player with strong interpersonal and relationship-building skills
- Detail-oriented with strong organizational skills and the ability to meet tight deadlines and demanding schedules
- Good judgment, problem solving and conflict resolution skills

Knowledge and understanding of issues facing Ontario's immigrants and refugees and the member agencies that serve them is an asset

**Details:**

Salary is \$51,220 plus benefits, unionized with Unifor Local 87M

**How to apply:**

Send a cover letter and resume with **Coordinator, Web Development** in the title by June 24<sup>th</sup>, 2022 to: Hiring Committee, OCASI at [gethired@ocasi.org](mailto:gethired@ocasi.org).

OCASI is committed to employment equity. While voluntary, we encourage you to indicate in your application if you are an Indigenous person, Black or racialized; your gender identity; and if you are a person with a disability. We are committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations.

We thank all applicants for applying. Only the candidates selected for an interview will be contacted. No telephone inquiries please.