



Web Design and Content Creator

Job Posting

Lakeside HOPE House

Lakeside HOPE House provides tangible, compassionate assistance and care to those in the Guelph community through immediate relief and ongoing support. Our goal is to foster a greater level of independence by delivering front-line services and support that allow our community members to maintain their dignity and choice. This is accomplished through a diverse range of programs and services including a choice-based, bucks-based Food and Clothing Market, HOPE Stylin' Haircuts, a community Edu-Kitchen, a Back-to-School Backpack Program, a daily Café, a Christmas Hamper program, and other programs to all Guelph residents (including children) living in poverty.

Job Description

Working directly with the Communications and Development lead, the Web Design and Content Creator plays an integral role in ensuring that our website and public communications are turning stories into donations. While this role will encourage organization, communication, and adaptability skills, special emphasis will also be given to a discussion on problem/challenge areas encountered, as well as how this program fits into the broader fabric of social service work. The student will get practical hands-on experience in working with not-for-profit marketing strategies and the participant will help promote our programs to the Guelph community - encouraging participation, support, and donations.

Duties and Responsibilities

- design and create new web pages for our website that highlight our programs and services
- coordinate and create graphics and videos for website, online & print advertising
- transcribe interviews and translate to workable copy for website and social media release

Qualifications

- Be between ages of 15-30 years of age.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred.
- Have been enrolled in full-time schooling spring 2018 semester & enrolled for full time studies fall 2018 semester.

Working Conditions

- Position: Web Design and Content Creator
- Duration: up to 16 weeks at 30 hours/week at \$14/hr (dependent on approved funding)

Direct Reports

- n/a

Competencies & Skills Required

- experience in web design
- experience with content creation
- ability to optimize file formats and sizes for web viewing
- an understanding of following brand guidelines
- working knowledge of Wordpress CMS
- strong attention to detail
- strong communication skills and the ability to adapt these communication skills to varied audiences
- ability to work alone or as part of a team
- understand the importance of marketing and communications in the not-for-profit world
- demonstrate ability to work with and show sensitivity to those who experience poverty/discrimination
- Post-Secondary, Field of studies: Business, Marketing, and Communications or Public Relations
- Adhere to the qualifications set by Canada Summer Jobs program (above)
- Provision of a vulnerable sector police check

HOPE House is an equal opportunities employer, committed to employment equity. HOPE House values diversity and invites all qualified candidates to apply.

Resumes will be accepted until Friday, April 6th, 2018 at 4 pm

Please send to info@lakesidehopehouse.ca