



JOB ADVERTISEMENT – Junior Website Developer – November to March – 19-week term

The Organization

AFOA Canada was founded as a not-for-profit association in 1999 to help Aboriginal people better manage and govern their communities and organizations through a focus on enhancing finance and management practices and skills. Our premise is that effective management is key to building social and economic prosperity and essential to successful Aboriginal governance. With over 1,500 members, the Association has evolved into one of the most respected non-political Aboriginal organizations in Canada and internationally, with a reputation for success, a high standard of excellence and a visible commitment to contributing to Aboriginal prosperity and helping create a better quality of life.

The Position

AFOA Canada is seeking a, highly driven **Junior Website Developer**. Reporting to the Manager, Public Relations the incumbent will provide administrative support to the Public Relations Team relating to the modification of the AFOA Canada and ILC websites and their specific pages.

Key Responsibilities

Responsible for developing, implementing and maintain public relations website as related to AFOA Canada and ILC:

- Plans to site design by designing functionality
- Identifies top site pages used at AFOA Canada
- Updates French website to mirror top English traffic site pages
- Develops site navigation by categorizing content; funneling traffic through content by priority
- Develop site content and graphics by designing images, icons, banners, audio enhancements, etc.

Required Competencies/Experience

- Minimum high school diploma however degree/diploma in an accredited Web program preferred
- 1-2 years of related experience and/or training or an equivalent combination of education and experience
- Proficient in Adobe Illustrator, Acrobat, InDesign, Photoshop and Microsoft Office applications
- Intermediate to advanced experience with HTML/XHTML and CSS including social media networking tools and communication applications
- Experience using web content management designed website and databases
- Excellent written and verbal communication skills
- French proficiency and/or a working knowledge of an Aboriginal language is preferred
- Great attention to detail and organization skills
- Ability to prioritize and organize workload
- Great customer service skills; responding to customer's needs, requests and assistance
- A driven team player with excellent communication and interpersonal skills

Indigenous Applicants are encouraged to apply.

Salary: AFOA Canada offers a competitive salary. This term position will be employed at the Ottawa location.

Closing Date: **Friday, November 17, 2017 at 12:00 PM NOON (EST)**
Applicants must submit a letter of interest, resume and three (3) work related references by email to sroundpoint@afoa.ca before the closing date. Applicants must clearly outline that they meet the qualification requirements on their resume.

Interviews will be held in Ottawa. AFOA will not cover travel costs. Only those applications selected for an interview will be contacted. AFOA Canada reserves the right to cancel or amend job advertisements without notice.