

## INTERNAL & EXTERNAL JOB POSTING

### Coordinator, Design & Development

ISANS is seeking a Full-time Coordinator, Design & Development responsible for providing creative direction and support for ISANS communications including ongoing development of ISANS website(s), graphic design and special projects management. Reporting to the Manager, Communications, this position will be responsible for:

- Designing, developing and maintenance of ISANS website(s)
- Monitoring, researching and improving the performance of the website(s)
- Advising management re online and social media trends, areas for improving online assets and presence
- Designing and developing ISANS communications collateral, including annual reports, brochures, books, banners, ads, etc.
- Designing and managing ISANS visual identity, templates
- Designing and managing special projects
- Supporting ISANS staff in planning and development of communications materials around ISANS programs, services, activities
- Developing and supporting guidelines/workflow for publishing and internal communications
- Supporting communications staff to ensure communications materials have organizational and brand consistency
- Overseeing and supporting communications staff in roles, responsibilities, protocols
- Supporting Manager in development and implementation of communications plan

### The ideal candidate for this position will have the following:

#### Skills

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong interpersonal skills
- Strong time management and organization skills
- Excellent attention to detail, organizational skills and time management
- Adaptable to new technology
- Ability to work with a variety of people and to implement their ideas

#### Knowledge

- Experience developing web applications using PHP and MySQL or other similar tools and databases
- Knowledge and experience in Wordpress, CMS
- Experience with HTML, CSS, JavaScript, and cross-browser compatibility
- Experience with design tools and Adobe Creative Suite, ie Photoshop, Dreamweaver, Illustrator and InDesign
- Proficiency in Microsoft office

#### Experience

- Minimum of 3 years experience as a website designer/developer
- Cross cultural experience/understanding

#### Education

- A bachelor's degree in computer science or communications or completion of a college program in computer science, graphic arts, or web design
- Website development, graphic design diploma preferable

### Terms of Employment

- Fixed term contract to March 31st, 2021, renewable pending funding confirmation
- Full-time, 35 hours per week

**Commencement Date:** April 1<sup>st</sup>, 2020

**Closing Date:** March 17th, 2020, 4:00pm

**To apply:** Please e-mail your resume and cover letter merged into one document to [careers@isans.ca](mailto:careers@isans.ca), stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. To help us achieve our diversity goals, we encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

**We wish to thank all applicants for their interest and effort in applying for this position.  
However, only candidates selected for interviews will be contacted.**