

ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
60 Mobile Drive, Toronto, Ontario. M4A 2P3

Internal/External
Five (5) day Job Posting

Webmaster

The Ontario Secondary School Teachers' Federation invites applications for the position of Webmaster. This is a unionized position.

PART 1 – POSITION SUMMARY

The Webmaster provides website expertise and technical administration services, including collection, digitization, and deployment of existing and new content for the website in an accurate and timely fashion in accordance with the policies of OSSTF/FEESO, applicable Education standards and legislation.

DUTIES AND RESPONSIBILITIES (not listed in order of priority):

1. Maintain the Federation's main website, ensuring content is accurate, up-to-date and complete.
2. Maintain an effective navigation structure and propose design changes to deliver an optimal and consistent UX experience.
3. Work as part of a larger team to affect an efficient website content life-cycle.
4. Produce and analyze website analytics to determine website effectiveness and areas for improvement.
5. Participate in all system testing and verification, maintenance and upgrade tasks.
6. Provide first-level support to remote users and coordinate training sessions for hosted platform.
7. Perform administration of intranet and specific other web-based systems.
8. Ensure compliance with provincial and OSSTF/FEESO occupational health and safety legislation, regulations, policies and procedures.
9. Ensure confidentiality is maintained in accordance with the Freedom of Information and Protection of Privacy Act or other related and applicable legislation.
10. Perform other duties as assigned from time to time by the Associate General Secretary - Operations and or IT Director.

PART II – POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Completion of a two (2) year certificate or diploma at a community college in Web Development, or a two (2) year generalist university program or equivalent.

- A minimum of one (1) year experience in Website Development but less than two (2) years.
- Knowledge of legislative standards in website content.
- Highly proficient with Sitecore CMS, SiteImprove, BrightCove Video Cloud, Adobe Creative Cloud, HTML, CSS, Javascript and related web technologies.
- Working understanding of Web API functionality & exposure to Automated Website Testing.
- Ability to communicate technical content to a non-technical audience sensitively and courteously.
- Demonstrated ability to complete detail-intensive work.
- Strong organizational skills.
- Understanding of and commitment to confidentiality.

SALARY, BENEFITS AND WORKING CONDITIONS

- In accordance with the COPE 343 Collective Agreement, the starting weekly salary for a Webmaster is \$1,213.
- Please refer to the collective agreement for working conditions and benefits.
- May be required to work outside of business hours on occasion, as needed.

APPLICATION REQUIREMENTS

Please submit your résumé and covering letter to:

Jason Westmaas, Director Information Technology, Operational Services Division
 c/o Zoe Vander Doelen, Human Resources Specialist
 Ontario Secondary School Teachers' Federation
 60 Mobile Drive, Toronto, Ontario, M4A 2P3
 Marked "Personal and Confidential"
 Email: careers@osstf.ca

Please quote "**Webmaster**" in the subject line.

Applications will be received up to **4:00 p.m on Wednesday September 29, 2021.**

The Ontario Secondary School Teachers' Federation (OSSTF/FEESO) is dedicated to equity, anti-racism and anti-oppression while protecting and enhancing public education. We are committed to cultivating an inclusive workforce that reflects the diversity of our members and our communities. We actively seek and welcome applications from members of equity-seeking and sovereignty-seeking groups. Following the Accessibility for Ontarians with Disabilities Act (AODA), OSSTF/FEESO strives to ensure that all recruiting processes are non-discriminatory and barrier-free. If you require accommodation at any point during the recruitment process, please advise the Recruitment Team where possible, in advance.

OSSTF/FEESO values the participation of members with various lived experiences. Self-identification of membership in equity-seeking or sovereignty-seeking group(s) is voluntary. If you choose to self-identify, please let us know any that apply to you:

- o Black/African Black/Caribbean Black
- o First Nations, Métis, Inuit
- o Francophone
- o 2SLGBTQI+
- o Person Living with a Disability
- o Racialized
- o Woman

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