

IWOO is hiring youth for the summer!

Website Administrator

About the Iranian Women's Organization of Ontario:

IWOO is a non-profit, charitable organization which believes through the empowerment of women and the most vulnerable we are able to build better communities and positively contribute to the overall health of our society. Since 1989, we have developed and delivered programs and services that have provided meaningful engagement, dialogue and support for seniors, newcomers, LGBTQ+, youth and many others. IWOO continues to build capacity as we serve more in our community. We are guided by the Human Rights Code of Ontario and abide by strict anti-oppression and anti-harassment policy.

Who we are looking for:

- The eligible candidate must be between the age of 15 and 30 years old.
- Must be legally permitted to work in Canada as a Canadian citizen, permanent resident, or a person on whom refugee protection has been conferred under the immigration Refugee Protection Act.
- The eligible candidate will work for 8 weeks, 35 hours per week.
- The wage is \$15 per hour.

Duties include but not limited to:

- Responsible for maintaining the functionality and efficiency of IWOO's website by identifying system requirements, installing upgrades and monitoring system performance.
- Responsible for the upkeep and creation of Farsi and English content and maintenance of IWOO's website
- Responsible for content development, posts and upkeep of IWOO's social media accounts on Twitter, Instagram, Facebook, Telegram and creating accounts on other appropriate platforms for the promotion of IWOO's work
- Can comfortably use and has experience with WordPress, Adobe and Illustrator to develop graphic content for IWOO's flyers, advertisement, social media posts, email marketing design and content, and/or logo design
- Helps team develop ideas for new web and graphic connect
- Develops an inventory of content and customized IWOO graphics for significant/symbolic days that have significance to the organization
- This requires creating an inventory/calendar of significant days relevant to IWOO
- Uploading movies or video clips on IWOO website and social media
- Flexible schedule, being open to weekend and evenings

Requirements:

- Relevant degree and/or experience in graphic and web design
- Ability to work effectively and collaboratively in a team environment and with staff, board of directors and volunteers
- Excellent customer service skills, including both verbal and written interpersonal communication skills
- Exceptionally self-motivated, self-directed and carries a can-do, positive attitude
- Deadline oriented with strong attention to detail
- Fluency in both English and Farsi is required
- Able to work hybrid model

Please send your resume and a cover letter and two references to Info@iwontario.com by no later than May 4, 2022.

Please state “Applying for Summer Job: Website Administrator” in the subject line of the email.

We thank all applicants for their interest; however only those selected for an interview will be contacted.