

INTERNAL / EXTERNAL POSTING

Desktop Publisher **Part Time Position .8 FTE**

POSITION SUMMARY

Reporting to the Director, Finance & Corporate Services, the position's primary responsibilities are desktop publishing and website maintenance.

Tasks will include but will not be limited to:

- Layout/design, internal graphics, displays
- Annual Report – Design and creation
- Website Management
- Maintenance of contact database
- Preparation of presentation materials
- Maintaining and Updating of relevant policies and procedures

QUALIFICATIONS

Education and Experience

- Post Secondary education in public relations, communications, graphic design, desktop publishing or related program or an equivalent combination of experience and education

Language Competencies

- Ability to communicate fluently in English, spoken and written;
- Bilingualism (English and French) an asset.
- Additional languages an asset

Other Required Skills

- Strong interpersonal, problem-solving and organizational skills;
- Ability to multitask and prioritize around tight deadlines;
- Strong communication skills, both written and verbal;
- Knowledge of social services/non-profit sector;

Computer Competencies

- Adobe Suite
- Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher)
- Website

Bringing care and community together / Jumeler soins et collectivité

SALARY/HOURS

- Starting Salary Range \$45,589.00 to \$47,600.00 per annum prorated to hours worked + benefits
- 28 hours/week

Please submit your resume via email in word or pdf and indicate in the subject line which position you are applying for by 4:00 pm on Friday November 17, 2017

Reply to: Janice Weir, CHRL, CHRP
People Services Manager
Western Ottawa Community Resource Centre
2 MacNeil Court, Kanata ON K2L 4H7
E-mail: careers@wocrc.ca

Due to the volume of résumés received, only those applicants selected for an interview will be contacted.