



The Social Planning Council of Peel

"Promoting social justice and citizen participation in the community"

2021 Canada Summer Jobs Program: Web Page Designer Position

The Social Planning Council of Peel (SPCP) is a registered non-profit (or not-for-profit) organization that works to ensure social justice and a higher quality of life for all people in Peel Region. More specifically, the SPC of Peel's participation in cultivating an inclusive and prosperous Peel Region includes research, the development of other non-profit organizations, and the creation of programs that address community or regional needs. The SPC of Peel is 55 years old, and its services are essential in the socioeconomic landscape of the 21st century.

SPCP is recruiting a summer student to fulfill the role of Web Page Designer for an eight (8) week period. This is a full time (35 hours per week) position funded by the Employment and Social Development Canada's Canada Summer Jobs Program.

Applicant must:

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada under the Immigration and Refugee Protection Act.
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. International participants are not eligible. Recent immigrants are eligible if they are Canadian citizens or permanent residents.

Responsibilities:

- Update the SPCP's existing websites.
- Install, maintain, troubleshoot and upgrade web-server hardware and software.
- Modify web pages, applets and scripts.
- Set up local area networks and connections to the internet.
- Optimize server performance.
- Perform web-server backup and recovery operations.
- Operates computer to perform a variety of tasks in support of organization (e.g. desktop publication, website design, generating on-line data, preparing newsletters, etc.)
- Provide technical assistance to users of organization's computer system.
- Monitors condition of all computer equipment.

Qualifications:

- Some College/Tech Training or University
- Computer skills: Microsoft Office, ASP, HTML, GIS Mapping, Content Management
- Excellent attention to detail
- Ability to work independently and as part of a team
- Reliable, excellent people skills and able to multi-task

Salary: \$14.25 hourly for 35 hours per week

How to Apply:

If you are interested in the above opportunity, please send your resume and cover letter to recruitment@spcpeel.com. We will be accepting applications until the position is filled.

We thank all applicants for their interest in the Social Planning Council of Peel, but we will only contact those selected for consideration.