



# **The Social Planning Council of Peel**

*“Promoting social justice and citizen participation in the community”*

## **Summer Student Job Posting: Web Technician Assistant**

Social Planning Council of Peel (SPCP) is an independent, non-profit, charitable organization that promotes social justice by facilitating citizen participation in the identification of social issues and in the planning and implementation of collaborative actions to address those issues. SPCP is recruiting a summer student to fulfill the role of Web Technician Assistant for **a nine (9) week period between May 21th and July 20th , 2018**. This is a full time (30 hours per week) position funded by the Employment and Social Development Canada’s Canada Summer Jobs Program.

### **Applicant must be:**

- Registered as a full time student in the previous academic year intending to return to school on a full time basis in the next academic year;
- Between 15 and 30 years of age at the start of employment;
- A Canadian citizen, permanent resident, or person on whom refugee protection has been conferred; and
- Be legally entitled to work according to the relevant provincial/territorial legislation and regulations.

**Salary:** \$14.00 per hour

### **Level of Education:**

- Some College/Tech Training or University

### **Responsibilities**

- To 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.
- Research and apply meta-data to websites and register websites with search engines.
- Respond to requests for help and information from website visitors and website designers
- Implement network traffic and security monitoring software, and 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.



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The ideal candidate possesses these qualities:

- Computer skills: Microsoft Office, ASP, HTML, GIS Mapping, Content Management
- Effective oral & written communication skills
- Excellent attention to detail
- Ability to work independently and as part of a team
- Creative thinker
- Reliable, excellent people skills and able to multi-task

Please send resume and covering letter, **by email**, no later than 5:00 p.m. on May 11th to:  
Human Resources, Social Planning Council of Peel

**1515 Matheson Blvd. E. #215 B.**

**Mississauga, ON L4W 2P5**

**Email: [recruitment@spcpeel.com](mailto:recruitment@spcpeel.com)**