

Web Services Support

ACCES Employment is a leader in connecting employers with qualified employees from diverse backgrounds. More than 16,000 job seekers are served annually at five locations across the Greater Toronto Area. As a not-for-profit corporation, **ACCES** receives funding from all levels of government, corporate sponsors, various supporters and the United Way Toronto.

We are looking for skilled and career-oriented people who thrive in a flexible and innovative environment. ACCES offers an excellent benefits package, a RRSP matching program, and an Employee & Family Assistance Program.

This is an exceptional career opportunity for a results-oriented team player with demonstrated IT knowledge, excellent communications, interpersonal and strong planning and organizational skills in a very dynamic, not-for-profit organization. This position works with the IT team and is responsible for the online service offering, Intranet (SharePoint) and website. This is a non-unionized position.

Duties and Responsibilities:

- Maintain the overall organization website, intranet (SharePoint) and on-line services
- Collaborate with the Communications, Marketing and other teams to maintain and enhance content, applications, visual consistency, functionality and accessibility requirements of all web related offerings
- Correct issues that arise with the performance of the website and online services offering such as content issues, order flow, registration flow, broken links and overall site interactions
- Review web analytics and analyze user traffic
- Maintain internal and external security of all web related offerings
- Provide one-on-one end-user support and problem resolution
- Provide internal users with a fast, accurate, and secure method of gaining access to information that they require for working efficiently
- Provide basic PC and network support as requested
- Other duties as assigned

Qualifications and Experience:

An organized self-starter with education and experience in the following areas:

- University degree with post-secondary education in Computer Science, Web-Design and/or Web Development, or related.
- Minimum 2 years working experience in web development and maintenance
- Extensive experience using popular CMS, such a Joomla, WordPress; Experience configuring and using E-learning platform – Moodle; Extensive experience with web design languages, including JavaScript, HTML, CSS, PHP, SQL, ASP and ASP.net
- Familiarity with application of WCAG 2.0 web accessibility standards
- Experience with Microsoft SharePoint
- User support experience
- Superior written and editing skills for web content

JOB POSTING – External

- Excellent interpersonal skills and communication skills
- Strong planning and organizational skills
- Ability to prioritize, problem solve and flexible to respond and adapt to a fast paced environment
- Previous experience working in the not for profit sector is considered an asset
- Ability to travel to all ACCES locations if needed

Interested persons should send their resume with a covering letter

By end of day: April 21, 2017

Please note: We will be reviewing resumes and they come in.

ACCES Employment Hiring Committee

By email: hr@acesemployment.ca

*Candidates may be requested to complete a screening video interview using Spark Hire
ACCES Employment is an equal opportunity employer. We thank all applicants for their interest;
however only those selected for an interview will be contacted.*

*ACCES is strongly committed to fostering diversity within our community. We welcome those who
would contribute to the further diversification of our staff including, but not limited to, women, visible
minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or
gender identity.*

*ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work
environments. If contacted in relation to an employment opportunity, please advise our HR representative
or hiring manager of the accommodation measures if required which would enable you to be interviewed in
a fair and equitable manner. Information received relating to accommodation measures will be addressed
confidentially*