

**Job Description:** Website Designer/ Developer (Summer Student)

**Start date:** Monday, June 25, 2018

**End date:** Friday, August 17, 2018

**Hours:** 30 hours/ week

**Days:** Monday to Friday (Except holidays)

**Deadline:** Tuesday, June 19, 2018 at 4:00 pm



The Manitoba Construction Sector Council (MCSC) has received funding through the *Canada Summer Jobs Program* to hire a student, full-time for 8 weeks at a pay rate of \$15.00 per hour. The effective dates are listed above. (There may be opportunity to receive additional work after the 8 weeks)

**To qualify for this position**, the student **must** be

- ✚ **attending** post-secondary education full-time in the 2018-2019 school year
- ✚ **returning** to full-time studies in September 2018
- ✚ **between the ages of 18 – 30**

**Reporting directly to the Director of Education and Training, the successful candidate will:**

- Assist in the development of new TradeUp Manitoba WP website ([www.tradeupmanitoba.com](http://www.tradeupmanitoba.com))
- Transfer all content from existing website content to new website and ensure the formatting, font size and style, including spacing are consistent
- Review and edit website content for spelling errors, and repair broken website links
- Redesign existing educational and promotional materials with Adobe InDesign & Illustrator to ensure they have high resolution, adjusted alignment, and additional brochure backgrounds
- Create images and graphics for use as banners for Facebook, YouTube Channel, LinkedIn, websites and e-newsletters (e.g. MailChimp)
- Develop a set of themed PowerPoint backgrounds for staff to use for various presentations

**Other duties, may include:**

- Greet and assist visitors
- Photocopy, scan, or fax documents as needed
- Assist other MCSC staff members as required

**Position Requirements**

- Training in website development (WordPress), graphic design, social media (i.e. Facebook, LinkedIn, Instagram) and/or learning management systems
- Access to Adobe Suite programs, such as Photoshop, InDesign, and Illustrator on personal laptop
- Strong interpersonal, written and oral communication skills
- Ability to exercise good judgment, show initiative and be proactive
- Must be detail-oriented with ability to simplify complex information
- Proven ability to prioritize work effectively and remain calm with short work deadlines
- Ability to operate standard office equipment (e.g. photocopier, scanner, fax machine)
- Proficiency with Microsoft Office (e.g. Word, PowerPoint, Access); typing skills, 30 wpm

**Send all inquiries and resumes to:**

La Donna Ogungbemi-Jackson  
Director of Education and Training, MCSC  
1000 Waverley Street  
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204 272-4595

**Employment Equity:** Applicants are requested to indicate in their covering letter or resumé if they are from any of the following groups: **women, Aboriginal people, visible minorities and persons with a disability.**