

## **CONTENT ASSISTANT – WEBSITE DEVELOPMENT**

**Social Enterprise For Canada** (SEC) is a progressive charitable organization, dedicated to creating communities that exemplify Canadian values. SEC maintains its head office in Newmarket and provides direct human services for 19 programs, which include Supervised Access, Ontario Early Years, Boys & Girls Club of York Region, Welcome Centre for Immigrant Services - Newmarket and numerous Before & After School and Childcare programs. This position is being coordinated through Bridge Translations.

We are seeking candidates for the position of

### **Content Assistant**

*Monday to Friday- 7 hours per day between 8:30 & 4:30*

**Working as part of a team, the Content Assistant will work closely with the Production Coordinator. The Content Assistant's primary area of responsibility will be literary content development for the website.**

#### **Range of responsibilities:**

- Develop, write and upload website content
- Create content that allows site visitors to access the information they want, quickly and efficiently.

#### **Qualifications:**

- Diploma/degree, with an emphasis on Communication
- Basic web design experience essential
- Previous experience with website copywriting an asset
- Strong editing and proofreading skills would be an asset.

#### **Skills and Abilities:**

- Demonstrated organizational skills
- Ability to prioritize tasks in response to critical need
- Ability to work independently in a fast-paced environment
- Strong computer skills and excellent knowledge of Microsoft Office
- Ability to work under Team Management

#### **Term:**

This is a contract position with a minimum duration of 12 weeks, starting immediately.

**Compensation:**

Prorated at \$35 -38 K annually

Interested applicants should submit a resume to the attention of the Hiring Committee, on or before January 20, 2012 and quote File # WCA01. Please indicate the position of interest in your cover letter and in the subject line of your email.

Apply By Email      [human.resources@socialenterprise.ca](mailto:human.resources@socialenterprise.ca)

Fax                      905 953-8241

or direct to:         Social Enterprise Canada  
                             17705 Leslie Street, Unit 11  
                             Newmarket, Ontario L3Y 3E3

**\*We thank all candidates for their interest; however, only those selected for an interview will be contacted. No telephone inquiries please.\***

**SEC is an equal opportunity employer.**