



Job Posting – Assistant Web Developer

The River Institute is anticipating an opening for an Assistant Website Developer with funding support through Eco Canada's [Digital Skills for Youth](#) program. Eligibility for this program is limited to youth who are:

- Between the ages of 15-30.
- Interested in digital skill development.
- Graduates of a post-secondary (college or university) program
- Canadian citizens, Canadian permanent residents, or Canadian refugee status individuals.

River Institute Background:

The River Institute non-profit, charitable organization that undertakes research, education, and community outreach to protect and conserve the St. Lawrence River and other freshwater ecosystems. We offer a great team environment and the opportunity to work with an experienced and energetic staff. The River Institute has received national and international awards for its contributions to science programming, including science education and for raising awareness and support for environmental protection and restoration issues.

Job Description:

The River Institute's websites and online content play an integral role in the organization's publicly engaged science programs. They are science communications platforms that share knowledge and resources, encourage participation in science and conservation-related events and activities, and facilitate access to technical services like an online drone flight school.

The Assistant Web Developer/Designer will work with the web development/design team to help build and maintain new and existing web content in WordPress using Elegant Themes' Divi Builder. This work will involve integration with other programs, such as ArcGIS and Microsoft Power BI dashboards. The Assistant Web Developer/Designer is an integral part of the development/design team always looking for and coming up with innovative solutions that could further River Institute's web platforms and facilitate the development of current and new web sites.

Assistant Web Developer role:

- Assist in creating, removing and supporting River Institute's WordPress websites.
- Install and configure plug-ins on the River Institute's WordPress websites when requested.
- Maintain and update content such as pages and posts on the River Institute's WordPress websites.
- Troubleshoot web related issues and maintain the established regular maintenance schedules.
- Monitor changes in the technology sector to identify ways the organization can improve and develop.
- Video editing.
- Regularly review updates and compatibility.
- Monitor web analytics and identify methods of improving web SEO.
- File and generate reports as needed.

Other tasks:

- May also be asked to assist with general IT and administrative activities including on occasion providing a front desk reception presence at the River Institute

Qualifications:

The ideal candidate will have the following education background and/or experience:

- Graduate of a post-secondary program in computer science or technology, or post-secondary degree or diploma with related experience
- Ability to work independently, exhibiting a high degree of initiative, self-discipline, and professionalism.
- Experience using WordPress with Elegant Themes' Divi Builder.
- Experience in ArcGIS and Microsoft Power BI dashboards
- Ability to work independently
- Project/time management skills and organizational skills.
- Ability to read and write well in English.

Reports to:

Program Leader Administration

Web Development: Web Developer/IT Specialist

Wage and Employment Conditions:

Deadline: April 26th, 2024. This is a 6-month contract position, dependent on award of funding, with an anticipated start date of May 1, 2024 (or thereabouts) and an hourly rate of \$21.81 (35 hours per week) Monday to Friday, 8 to 4 pm.

Interested candidates should email a cover letter and resume to jjarvis@riverinstitute.ca Office Coordinator, indicating Assistant Website Developer Position in the subject line.

The River Institute is committed to enhancing diversity, equity, and inclusion in its staff and programs. To hire a diverse team, we are committed to training employees who may not have all the required formal experience but can explain in their cover letter how they meet the job requirements and are willing to learn the necessary skills.