

**Youth Employment Opportunity
Position: Webmaster**

**Position Overview:**

The Thomas More Institute (TMI) is a small, vibrant, educational non-profit affiliated with Bishop’s University, which provides a unique learning community promoting the principles of shared inquiry and reflection.

TMI is seeking a Webmaster for an 8 week summer position. The individual will support initiatives aimed at improving TMI’s digital communications and technological infrastructures as well as contributing to other organizational projects. The Webmaster works under the supervision of the Manager of Academic Affairs in updating the content of TMI’s websites and setting up digital infrastructures for the upcoming 23/24 academic year. This position is being funded under Employment and Social Development Canada’s “Canada Summer Jobs” program.

**Responsibilities:**

* Reviews TMI’s main website to identify content, design and functional improvements;
* Updates information on TMI’s main website;
* Works with internal teams to prepare TMI’s course website for the 23/24 academic year;
* Performs quality control checks to ensure that registration and other functionalities are working properly;
* Participates in data extraction and the creation of management reports;
* Participates in staff and team meetings and supports TMI events and projects as required.

**Requirements:**

* Experience working as a Webmaster;
* Experience with WordPress, Excel and Word;
* Professional proficiency in English; French an asset;
* University graduate or currently enrolled in a university degree;
* Positive team player with excellent communication skills;
* Applicant must be 30 years of age or younger when the job starts and a Canadian Citizen or permanent resident.

**Details:**

**Duration:** 8 week summer position

**Schedule:** 35 hours a week

**Salary range:** $17/hour

**Location:** Office based with possibility of remote hours.

**Starting date**: May 22, 2023

**Application deadline**: May 15th, 2023

All applicants should forward their CV and cover letter to: info@thomasmore.qc.ca

We thank all interested applicants but please note only those selected for an interview will be contacted.

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