



Job Title: Website Developer & Database Coordinator
Vacancies: 1 position
Status: Seasonal full time position (8 weeks)
Location: 300 Milroy Drive, Peterborough, Ontario (please note that teleworking is not an option)

JOB PURPOSE

Looking to make a real difference and impact in your community? Want to work with an amazing group of professionals and an inspiring team? Established in 2002, Habitat for Humanity Peterborough & Kawartha Region is a non-profit housing organization that brings communities together to help families build strength, stability, and independence through affordable homeownership. Through volunteer labour and donations of money and materials, Habitat builds houses in partnership with homeowner families. We offer lower income families a 'hand-up', not a 'hand-out'. The 'hand-up' comes in the form of a 0% interest mortgage, with no down payment, and geared to income monthly payments. To learn more about Habitat for Humanity Peterborough & Kawartha Region, please visit www.habitatpkr.ca.

The Website Developer & Database Coordinator will gain hands-on, real-world experience leading the planning, designing, re-branding, coding, copy writing, brand standards, and website usability for a growing not-for-profit organization in Peterborough and the Kawarthas. They will have the opportunity to have a hands-on leadership role in creating digital strategies to help advance the non-profit's mission and promote volunteerism. Working closely with the Communications & Donor Care Coordinator and the Director of Philanthropy & Communications, the Website Developer & Database Coordinator will be tasked with:

- Creating fresh, unique and professional designs that are on brand
- Communicating and working collaboratively with multiple staff departments
- Working in a team environment to develop consistent website content
- Managing competing priorities
- Developing critical paths and project logistics
- Managing time-sensitive deadlines and confidential information
- Creating design solutions for constituent engagement and ecommerce
- Editing videos and photos
- Optimizing search engine optimization
- Applying and adhering to brand standards

WHAT YOU BRING

- Candidates will preferably be post-secondary students in a related discipline
- Proven experience in website design and programming
- Knowledge of WordPress is an asset
- Ability to work independently and as a team player

- Strong computer skills and database management
- Experience in data entry is an asset
- Self-motivated
- A valid Criminal Record Check will be required
- Strong analytical skills
- Creative and innovative
- Willing to learn; willing to share your findings and knowledge
- Demonstrated ability to adapt to new technologies and learn quickly
- Planning and organizational skills
- Good interpersonal skills
- Ability to juggle competing priorities while completing projects successfully
- Excellent communication skills both written and verbal

This position is funded by the Government of Canada through the Canada Summer Jobs program, and thus candidates must meet the following eligibility criteria:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

HOW TO APPLY

Interested candidates are asked to forward their resume and cover letter to hr@habitatpkr.ca as soon as possible **stating the job title in the subject line.**

Habitat for Humanity Peterborough & Kawartha Region is an inclusive employer and is seeking someone who is willing to contribute to a larger mission. While we appreciate all applications, we can only contact those individuals selected for interviews.