

JOB POSTING



Digital Content Coordinator

Daily Bread Food Bank is one of Toronto's most recognized non-profit, charitable organizations and is dedicated to ending poverty and hunger in our communities. Daily Bread solicits and distributes millions of pounds of food to individuals and families in immediate need of assistance through a network of over 130 member agencies. For more information, visit www.dailybread.ca.

Job Title: Digital Content Coordinator

Reporting to: Manager, Marketing & Communications

Location: 191 New Toronto Street, Toronto, ON, M8V 2E7

Terms: Permanent – Full time
Daily Bread offers a competitive employer-paid benefit package after three months and an opportunity to join the Group RRSP plan after one year.

The Position

Daily Bread Food Bank's marketing and communications team is expanding and looking for a multi-skilled individual with a positive attitude and lots of energy who is comfortable in a variety of technical areas, but willing to learn where needed.

This role is ideal for someone who is comfortable jumping from Adobe Illustrator to coding CSS or working on WordPress plugins. This role is primarily a service-centric role but will be required to provide leadership on team initiatives and projects. The ideal candidate will be patient, comfortable gathering project requirements from a diverse group of internal business partners and a good relationship builder.

If you are an agile worker, a strong self-learner and able to manage timelines and deliverables independently, you will find this role will provide lots of opportunities to explore, test, create, consult and manage interesting projects.

Responsibilities

- Cross-organizational graphic design with a focus on development and marketing communications channels
- Update, maintain and troubleshoot Daily Bread's WordPress website using knowledge of responsive web design as well as HTML, CSS, PHP, JavaScript, jQuery and WordPress
- Consult on digital and traditional marketing/advertising campaigns
- Build and maintain Daily Bread's image and photo library
- Collect, analyze and report on web analytics to enhance the user experience
- Maintain and manage incoming work requests and project calendar

Education/Experience (or equivalents)

- A post-secondary degree or diploma in digital content creation, graphic design, web development or related areas of study
- Four to five years of related work experience

Key Competencies

- Proven experience and knowledge of HTML, WordPress, CSS, PHP, JavaScript and jQuery
- Proven experience in building websites, website design and management. Knowledge of, and ability to manoeuvre through the back-end of WordPress is a must
- Proven experience in graphic design for online and print production using Adobe Creative Suite
- Knowledge of Ontario's Website Content Accessibility Guidelines and AODA legislation
- Experience creating e-newsletters using Mail Chimp (or similar software)
- Knowledge of SEO and web analytics (Google Analytics)
- Knowledge of video editing software (such as Adobe Premiere) would be an asset
- Superior accuracy and attention to detail
- Ability to balance and prioritize multiple projects and deliver on time in a fast-paced environment
- Ability to work collaboratively in a team as well as independently
- Excellent verbal and written communications skills

How to Apply

To be considered, please forward the following by **December 21st, 2018**:

1. A covering letter stating why you are suitable for the role
2. Your résumé
3. An up-to-date portfolio of work

Human Resources
Daily Bread Food Bank
191 New Toronto Street
Toronto, ON M8V 2E7

email: hr@dailybread.ca
fax: 416-203-0045

Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups.

Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to hr@dailybread.ca or call human resources at 416-203-0050, ext. 228.

*Daily Bread Food Bank thanks all individuals who apply for this position and **will only contact** candidates who are selected for an interview.*