

JOB OFFER **Web Integrator**

The Communications Department of the Diocese of Montreal is seeking a **Web Integrator**. Reporting to the Director of Communications, the successful candidate will be responsible for tasks involving web page integration and web content.

Responsibilities:

- Manage integration of web pages and content into the structure of the website (new pages, new sections, etc.);
- Provide support to the various parishes in the diocese in the use of those sections of the diocesan website for which they are responsible;
- Develop microsites, update content and provide web support to the Offices, Services and Departments of the Archdiocese, as well as to its parishes and missions;
- Provide support to diocesan Offices, Services and Departments in the use of WordPress and Mailchimp;
- Manage various projects (for instance at Advent - Christmas - Lent – Easter, etc.);
- Support the webmaster and the team on specific projects.

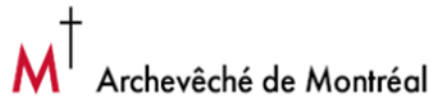
Skills and abilities required:

- Superior knowledge of and proficiency in using WordPress, Divi and Gravity Forms. Drupal an asset;
- Experience in HTML, CSS;
- Experience in web content integration;
- Solid expertise in Microsoft Office suite and new technologies in social media (Facebook, Twitter, Instagram, etc.) and the web generally;
- Interest in the Church's mission and familiarity with the Catholic context in Montreal;
- Patience, resourcefulness and imaginativeness in problem-solving;
- Aptitude for teamwork involving internal and external collaborators and partners;
- Meticulous and rigorous approach to the quality of your work;
- Ability to work within strict deadlines.

Terms of employment:

- Full-time, 32.5 hours per week
- Remote working during the pandemic
- Start date: September 2021
- Salary and benefits in accordance with the employment terms and conditions of La Corporation Archiépiscope Catholique Romaine de Montréal

Those interested in this position are invited to forward their applications with covering letter to the attention of Human Resources at rh@diocesemontreal.org no later than **September 1, 2021**.



We thank all applicants for their interest; however, only those applicants who are selected will be contacted for an interview.