



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Digital Communications Advisor

<b>Job ID</b>	<b>21-968-07-136-9299</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=21-968-07-136-9299">https://careers.indigenous.link/viewjob?jobname=21-968-07-136-9299</a>	
<b>Company</b>	CSIS	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2022-01-05	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Public Administration

### Description

Closing Date 2022-02-09  
Reference Number 21-968-07-136  
Job Category Experienced  
Who Can Apply Canadian Citizens

Location Ottawa, Ontario  
Salary Range \$73,970 - \$89,970  
Status Indeterminate (permanent)  
Language Requirement Bilingual Imperative (BBB/BBB)

### Job Summary

The Digital Communications Advisor works as part of a team responsible for the management and ongoing development of the CSIS websites (intranet and Canada.ca).

- Create, design and maintain all aspects/functions of the CSIS websites to ensure they meet the Service's communications objectives and standards.
- Administer and coordinate posting of files prepared by employees and ensure that the CSIS websites conform to CSIS guidelines, government requirements on security, privacy, accessibility, official languages, and common look and feel standards.
- Research and advise on web technology and digital publishing, upgrades, purchases and other web-related tools.
- Collaborate with colleagues on committees/workgroups/meetings by advising on web issues and by evaluating and commenting on proposals.
- Act as client contact and interface regarding the Service's web issues.
- Create links between CSIS and other government and security related sites.
- Monitor usage of the CSIS websites and prepare regular reports.

### Education

- Undergraduate degree and two (2) years of experience within the last six (6) years.
  - College diploma and four (4) years of experience within the last six (6) years.
- The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

### Experience

- Experience in managing web projects for a large organization, including providing advice to managers and clients on

the performance of digital communications activities.

- Experience in coding, migrating and designing web content while applying the Canada.ca Content Style Guide.
- Experience using web content management systems, including and not limited to HTML, Drupal and SharePoint.

Assets:

- Experience developing and implementing enterprise information architectures, taxonomies and web publishing workflows.
- Experience using applications such as the Adobe Creative Suite for development of web-based material.

Competencies

- Behavioural Flexibility
- Communications
- Innovation / Creativity / Ingenuity
- Client Service
- Rigour

Conditions of Employment

Not Applicable

Notes

- While we continue to explore opportunities for flexible work arrangements, the majority of work in our organization must be done in the office and cannot be performed at home.
- Candidates must clearly demonstrate they meet all the basic requirements (education and experience) at the time of their application in their cover letter, using concrete examples. Failure to do so will result in the applicant being screened out of the process.
- A competency-based interview, a written exam and reference check may be administered to retained applicants. To know more about our process, please visit: Job Requirements- Canada.ca.

Reference Links

Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Digital Communications Advisor