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
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Description
 Closing Date 2022-07-15
Reference Number 22-968-06-070
Job Category Entry Level
Who Can Apply Canadian Citizens

 Location Ottawa, Ontario
Salary Range $65,460 - $79,640
Status Indeterminate
 (permanent)
Language Requirement Bilingual Imperative
 (BBB/BBB)

Job Summary
 The Digital Communications Officer works as part of a team responsible for the management and ongoing development of the CSIS websites (intranet and Canada.ca) while conforming to CSIS guidelines, as well as government requirements on security, privacy, accessibility, official languages, and common look and feel standards.
- Code web pages and post files on CSIS websites, and assist in writing and editing content when needed.
- Consult with clients and colleagues, obtain and provide information, discuss and confirm requirements, and provide support in the delivery of digital communications services.
- Research and analyze trends and emerging issues in the digital communications environments, and report on findings.
- Provide support in the planning, coordination and management of regular updates of information on CSIS websites.
- Keep current on web and digital media techniques and their application.

Education

- Undergraduate degree and one (1) year of experience* within the last five (5) years.
- College diploma and two (2) years of experience* within the last five (5) 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 web development in a Content Management Systems, including Adobe Experience Manager.
- Experience in coordinating and assisting with content development for webpages, intranet sites, SharePoint sites and others including Drupal.
Assets:
- Experience in developing web pages using either ASP, XHTML 1.0 Strict, Dreamweaver and CSS or equivalent.
- Experience using analytic programs, such as WebTrends and Google Analytics, to run reports and prepare analysis of data.
- Experience in providing advice related to website design and webpage development.
- Experience in providing technical support and troubleshooting problems.

Competencies

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

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 Officer