



## **Digital Content Technologies Summer Student POSTING No. 201718**

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community. You are an energetic, innovative, customer service oriented team player with exceptional technical skills and looking to enhance your portfolio and gain more experience.

Under the supervision of the Web Systems Developer, this position is responsible for working closely with departmental representatives to develop comprehensive and engaging website content, creating, manipulating imagery and video and plays a supporting role in digital media and website projects.

### **Accountabilities:**

- Technical, implementation and support for web services, development and maintenance of the Town's internal/external websites
- Coordinate with content creators and provide corporate communications support across the organization for update of both internal and external sites
- Monitor, analyze and report on web site traffic
- Design graphics for the websites
- Update and maintain templates, forms, and webpages for the Town's websites

### **You possess:**

- Working towards College Certificate or degree in Computer Science, Web Design/development or a related discipline
- Experience in developing graphic materials, web design, creative skills and video editing are an asset
- Technical skills with a high level of both oral and written communication
- Experience in programming in using PHP, JavaScript, HTML5, CSS3 experience in SQL would be an asset
- Experience with Microsoft SharePoint is an asset
- Proficient in creating and manipulating images in Adobe Creative Suite

### **Compensation:**

The hourly rate for this temporary position is \$15.47 per hour. This position will work 35 hours of work per week for a period of 4 months. This position may involve travel to Town and non-Town facilities as required.

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., March 23, 2017. Please quote Posting No. 201718 on your cover letter. Please apply using only **one** method of application below.

**Mail:**

Attn: Human Resources  
Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills, ON L7G 5G2  
Posting No. 201718

**Email:** [humanresources@haltonhills.ca](mailto:humanresources@haltonhills.ca) (preferred)

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

